HiTi Card Printer

CardDésirée CS

&

DB Maker

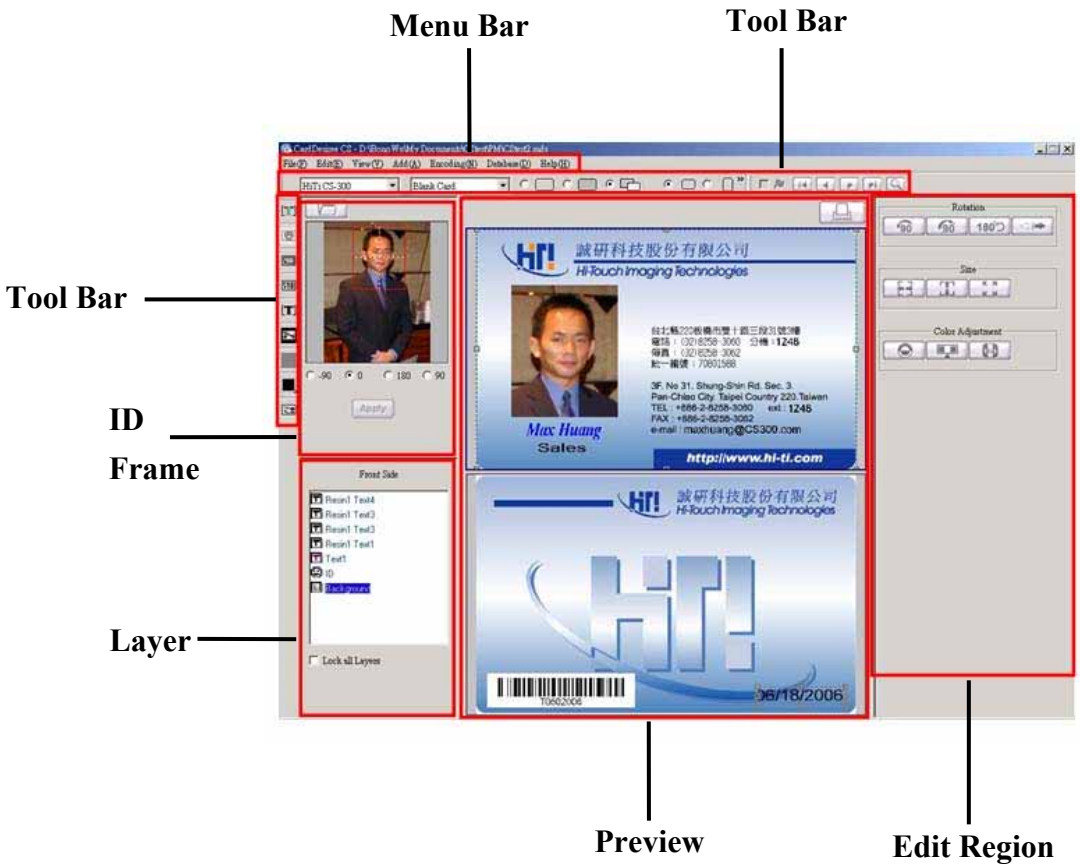
User Manual

CardDésirée CS & DB Maker User Manual

Table of Contents

Chapter 1 Software Interface

1.1 Main Interface

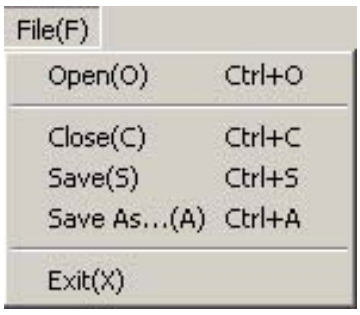


1.2 Menu bar

File(F) Edit(E) View(V) Add(A) Encoding(N) DataBase(D) Help(H)

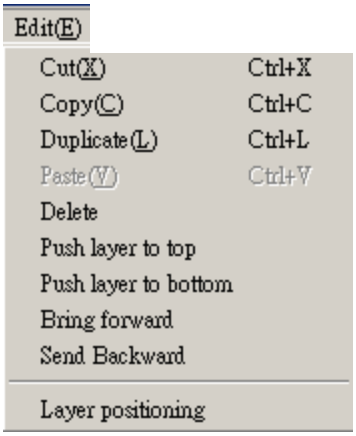
1) File

The “File” menu option includes:



Open (open a saved template)
Close (close the template)
Save (save template)
Save As (save as a new template)
Exit (exit CardDésirée CS)

2) Edit



The “Edit” menu includes:

Cut

Copy

Duplicate

Paste

Delete

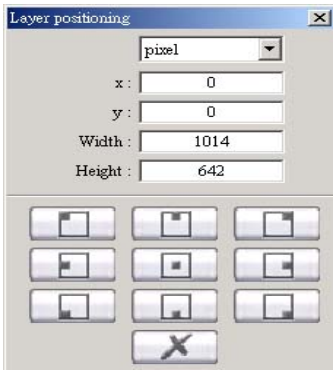
Push layer to top

Push layer to bottom

Bring Forward

Send Backward

Layer positioning (Define the position and the layer)

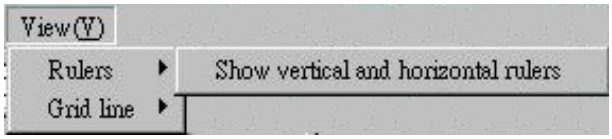


- Unit : pixel or 1/10mm
- x: Define horizontal position
- y: Define vertical position
- Width: Define the width of a layer
- Height: Define the height of a layer
- Alignment : There are 9 buttons for the alignment : Top left ,Top Center, Top Right, Center left, Center, Center right, Bottom left, Bottom center and Bottom right.

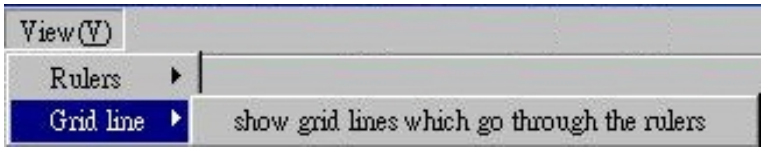
3) View

The “View” menu option includes:

Rulers (show/hide rules)



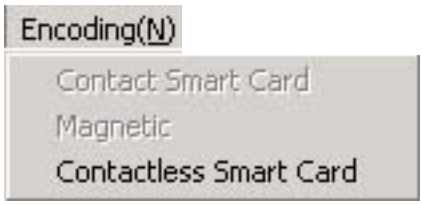
Grid line (show/hide grid lines)



4) Add

Background (import a background)
Color Text (add a color text)
Resin Text (add a Resin text)
Bar Code (import a bar code)
ID Frame (add an ID frame)
Image (add an image)
Line (add a line)
Graphic (add a figure)
E-frame (add an e-frame)

5) Encoding



Conact Smart Card
Magnetic Card
Contactless Smart Card

6) Database

The “Database” menu option includes:
Connect Database
Record (browse each data)
Record list (show the database list)
Dynamic Mode (See Chapter 4.5)
Layer Mapping (map the data source of each layer)

7) Help

“ Help " file & “ About CardDésirée CS "

1.3 Select Printer Model, Card Type & Orientation

Select Card Printer Model, Card Type

1) Select printer

CardDésirée CS supports HiTi CS-300, HiTi CS310, HiTi CS320, HiTi 640DL-Amphi, HiTi Amphi II

[Warning!!]: Please choose the right printer before you edit. Due to the difference in resolution, the transfer of formats between two models would not be consistent.

2) Select card type

- The card type CS Series supports so far are:
  - A. Blank Card
  - B. 6-pin Smart Chip Card
  - C. 8-pin Smart Chip Card
  - D. Magnetic Stripe Card
  - E. Chip/Magnetic Stripe Card
  - F. Adhesive Card
- The card type of 640DL-Amphi supports so far are:
  - A. CR-80(A+B): Reserve two different templates for two CR-80 size cards.
  - B. CR-80(A+A): Reserve one template for two CR-80 size cards.
  - C. CR-90
  - D. CR-100
  - E. Full page
- Amphi II supports：PVC Full Page (Border), Full Page (Borderless)

3) Side selection

Front, back or dual side 

4) Orientation

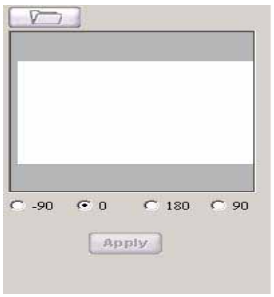
Portrait or landscape 

1.4 Commonly used toolbar

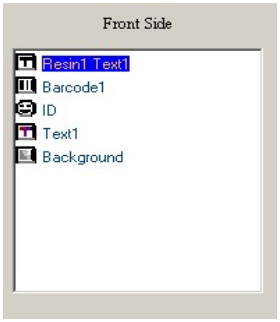
The tool options include:

	Add Color Text
	Add ID frame
	Add image
	Import background
	Import bar code
	Add Resin Text
	Add Line
	Add Figure
	Add e-frame
	Open “*.mds” Files
	Add 2D Barcode

1.5 ID Photo Insertion Area

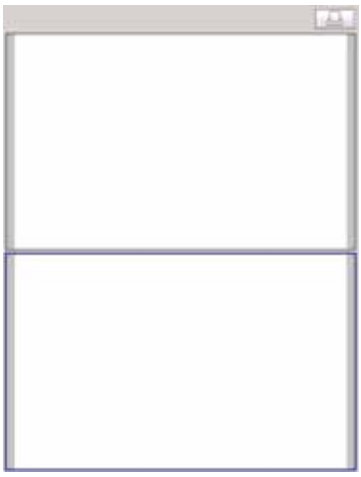


1.6 Layer Archive

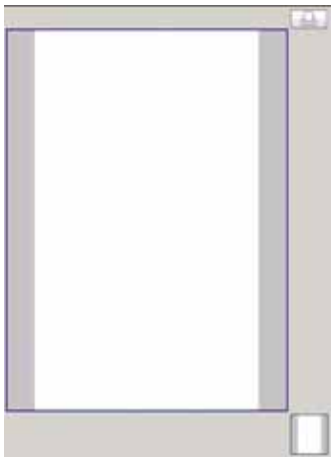


1.7 Preview & Edit areas

Landscape



Portrait



Chapter 2 Card Editing

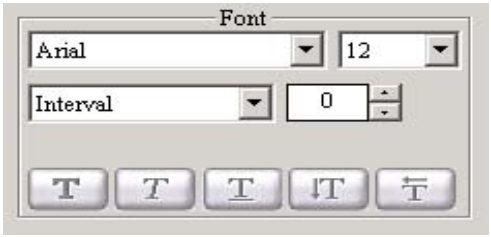
2.1 Add Color Text

Click  , a color text layer will immediately be created in the edit area. A user may make the following adjustments:

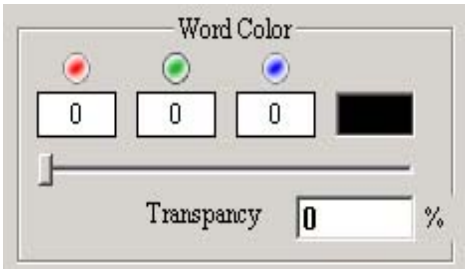
Type-in text: A user may type the text content in this area

Alignment: top-left, top-center, top-right, center-left, center-center, center-right, down-left, down-center, down-right

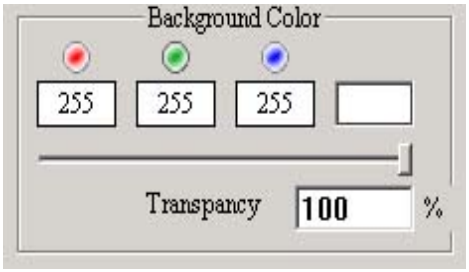
Font: font type, size, interval, **bold**, *italic*, underline, vertical, right to left



Font Color:



Background Color:

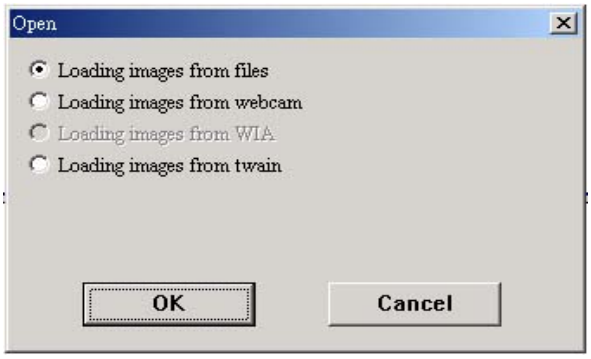


Advanced text setting:

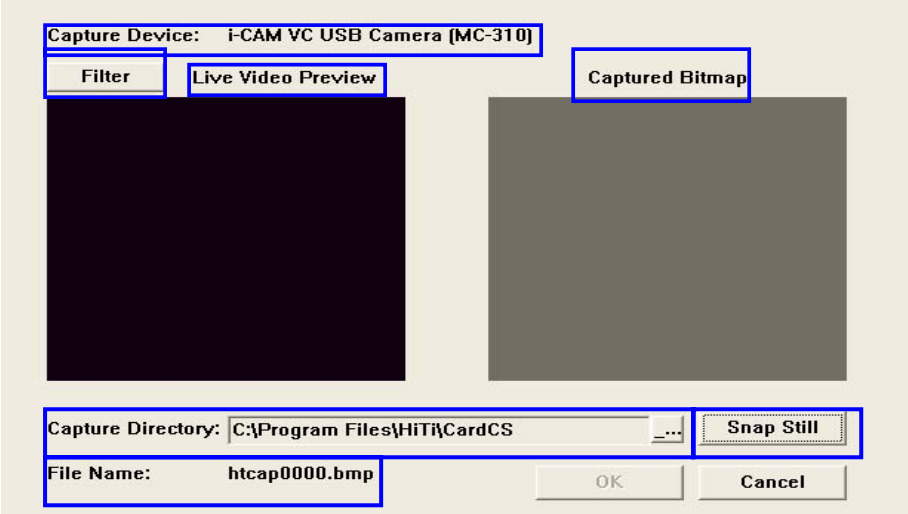
Art word	Shadow
Non Text Art	Non Shadow
Straight 1~6	Left-Top
Concave	Left-Down
Bulge	Right-Top
Up-Arc 1,2	Right-Down
Down-Arc1,2	Right
Up-Arch	Top
Up-Arch	
Inner Shrink	
Expansion	
Wave 1~6	

2.2 Add ID frame

1) Click  , to create an ID frame and click  to choose the source to load ID images.

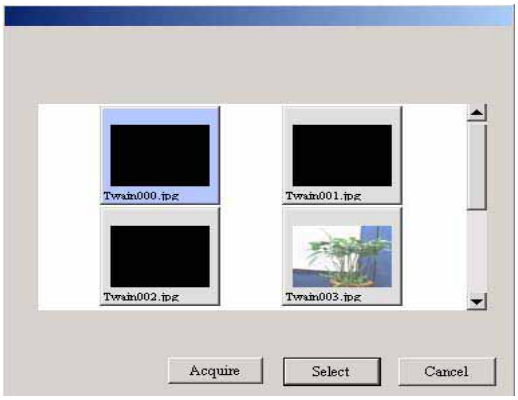


1. Loading images from files: Directly loading ID images from files.
2. Loading images from webcam: Loading ID images captured by a webcam.

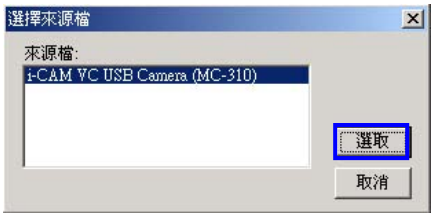


- Capture Device : The webcam you are using
- Filter : The setting for a webcam
- Live Video Preview : The live video is shown in this area.
- Captured Bitmap : The image captured by a webcam is shown in this area
- Captured Directory : Select the destination to save the image you captured
- Snap Still : Click to capture the image
- File Name : The name of the image captured by a webcam

3. Loading images from WIA (for Windows XP/ME) : Using a webcam to capture an image through WIA.
4. Loading images from TWAIN (for Win98/2000) : Using a webcam to capture an image through TWAIN.



- Acquire : Click **Acquire** to select a device in order to connect with your computer.



After selecting a device, there are four options shown as follows.

A:Capture: Click to capture an picture.

B: Source: Device setting.

C: Format: Images format setting.

D: Exit: Close this section.

- Select : Please select an image which you capture from a webcam and then press the **[Select]** button, the image will be loaded into an ID frame.

2) Adjust the ID photo through the red frame for the area you would like to focus on.

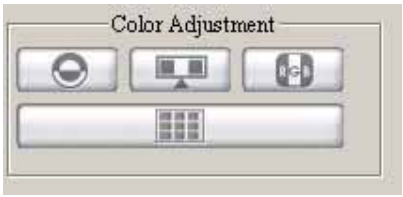
3) Adjust the orientation of the ID photo 

4) Click 

to insert the ID photo into the ID frame in the edit area after the size and the location adjustment of the ID photo have been finished. However, if you are not connected to a database file, please save the adjustment via **Menu Bar→File→Save.** If you are already connected to a database file, please open Print Info (Print Information Database) before you adjust the ID photo to save the adjustment to the Print Information Database automatically. Please refer to the section 4.4: Building up a "print information database" in Chapter 4.

5) Color Adjustment and Image Management

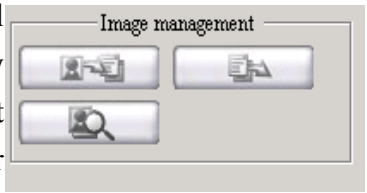
1. If you are not connected to a database file, after you have finished adjusting the properties of the color, please record the result through **Menu Bar→File→ Save.**



2. If you are already connected to a database, please open Print Info (Print Information Database) before you adjust the color properties. After you have finished adjusting the color properties, please press "Save post-processing image" in "Image Management" to save the result. You can press " Reload original photo" to return to undo the change.

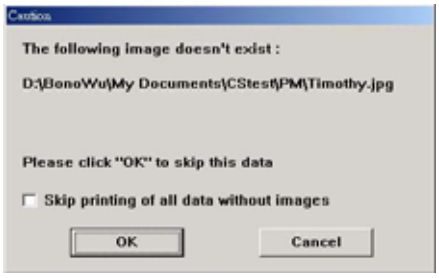
	Bright/Contrast
	Hue/Saturation
	Color Balance
	Skin MiraBella (choose your favorite from 9 fine skin types)

" Save post processing image" and " Reload original photo" buttons in Image Management are available only after you have connected to a database file, opened Print Info (Print Information Database), and adjusted color properties. However, the "Confirm image existence" button is available after you have connected to a database file and opened Print Info (Print Information Database.)



	Save post-processing image
	Reload original photo
	Confirm image existence. ※Please refer to the following description.

※ When you click "**Confirm image existence"**, the computer will examine the images and the data you have marked in the "Printing Information database".

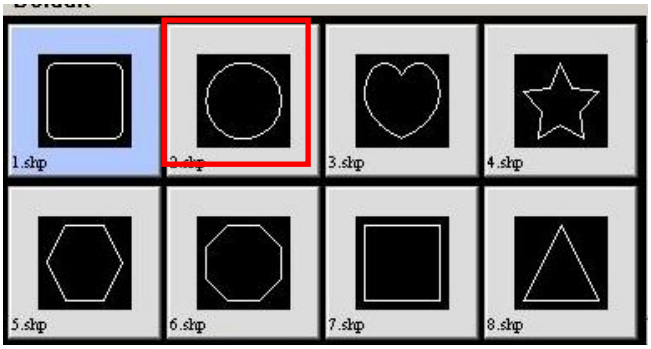


If an image does not exist in the path, a dialogue box will be shown as the right figure. After you click "**OK**", the data without any image will not be marked in the "Printing Information database". After you mark □**Skip printing of all data without images**, all of the data without any images will not be marked in the "Printing Information database".

※Remark: Image Management is available only after connecting the database file and launching "Printing Information database" and processing images. Please refer to section 4.4: How to build up a "print information database" in Chapter 4.

- Change image shape:

The shape of the ID photo frame is not limited to a regular square. Click on the button and select your favorite shape.

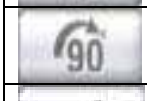


You could also adjust the shape by using the cursor of the mouse to drag the 8 adjustable points

2.3 Import background

1) Click  to display the file selection dialogue box. Choose a background picture

2) Property settings

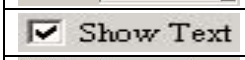
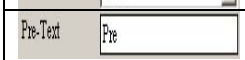
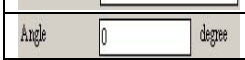
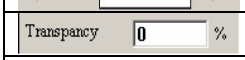
	Rotate 90° counterclockwise
	Rotate 90° clockwise
	Rotate 180°
	Mirror
	Fit to Width
	Fit to Height
	Fit to Card
	Bright/Contrast
	Hue/Saturation
	Card Balance
	Advanced Settings

- Advanced Settings: Choose a different ribbon type to print. Using Resin K ribbon means to make use of the K layer of YMCKO ribbon to print the background in a black and white image. You could also adjust the printing result through the “Threshold bar” and preview it directly.

2.4 Import bar code

Click  to create a bar code.

Adjustment properties:

	Content
	Format
	Show Text
	Text Height
	Text Font
	Prefix
	Angle
	Transparency
	Using different ribbon to print

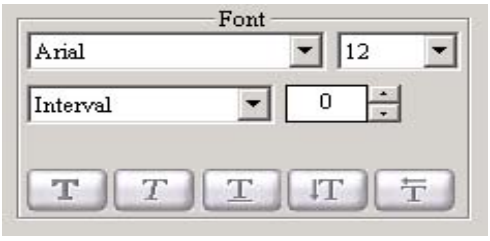
2.5 Add Resin Text

Click  to create a resin text layer immediately in the edit area. The user may make the following adjustments:

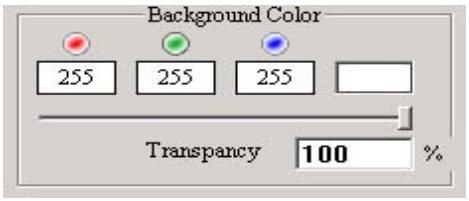
Type-in text: The user may enter the text in this area.

Alignment: top-left, top-center, top-right, center-left, center-center, center-right, down-left, down-center, down-right.

Font: font type, size, interval, **bold**, *italic*, underline, vertical, right to left



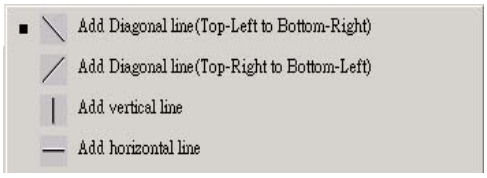
Background color:



2.6 Add Line and Figure

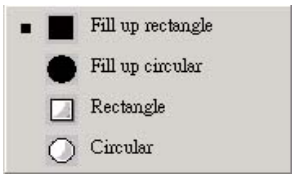
A. Add Line

Click  , a diagonal line will appear in the edit area. Click  and hold the left-mouse button to display the option list as shown.



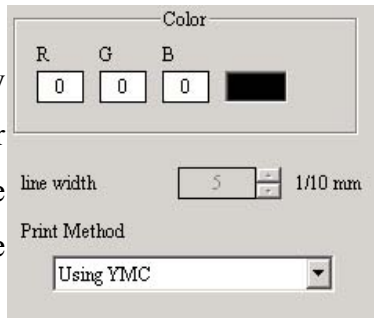
B. Add Figure

Click  and a solid figure will appear in the edit area. Click  and hold the left-hand mouse button to display the options list as shown.



C. Color setting for Line and Figure

You can choose the color for Line and Figure by entering figures in the blanks under R/G/B, or click the color board. Also, you can also choose a different width for Line, Rectangle and Circle which is not filled up.

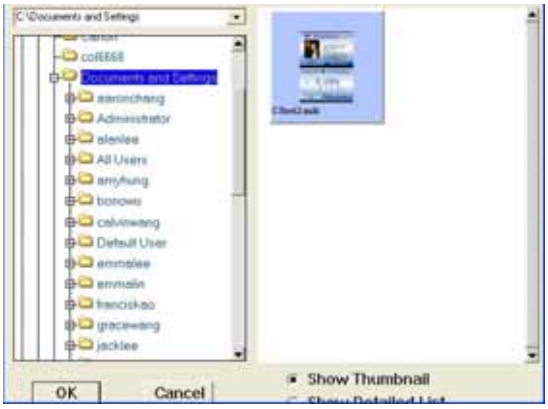


2.7 Add images

Click  to add an image from the assigned source. The added image will not be defined like an ID photo, so the properties would be similar as a background.

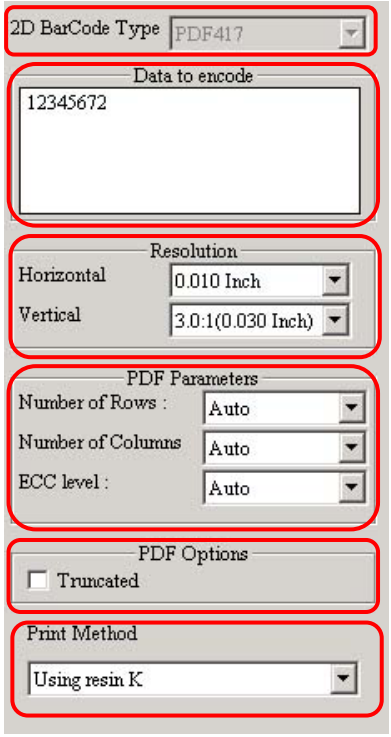
2.8 Open a "*.mds" file

Click  to display the template file selection dialog. Choose an existing template file which you will use. ("*.mds " is CardDésirée CS template format). The template you open will be shown immediately in the editing area for your edition.



2.9 Add 2D Barcode

Click  to add 2D Barcode :

	Select 2D barcode type
	Insert the data for encoding
	Decide the resolution by the horizontal and vertical intervals
	Insert Parameters: Numbers of Rows / Columns and ECC Level (ECC Level: Error Correction Control Level : The bigger index you select, the higher readability you get when 2D barcode is damaged; meanwhile, the more space the file needs.)
	By selecting this option, the right hand side of the barcode will be removed or " truncated". It can keep more efficient area than unchecked PDF417.
	Select the type of the ribbon to print this 2D barcode

2.10 Layer Archive

1) All layers are shown in the archive (They may include Color Text, Resin Text, Background, Barcode and perhaps even an ID frame photo) , you can focus on one of them and click the right button of the mouse to adjust it:

Mouse right-click function keys

Delete
Rename
Hide(/Display)
Lock/Unlock
Up
Down
Push layer to top
Push layer to bottom

2) In the editing area, you can focus the layer by clicking the mouse button. If there is a focused layer, then the menu below will pop up:

Right-click Mouse function keys:

Cut (Ctrl+'X')
Copy (Ctrl+'C')
Duplicate (Ctrl+'L')
Paste (Ctrl+'V')
Paste (Ctrl+'V')
Delete(Del)
Push layer to top
Push layer to bottom
Bring Forward
Send Backward

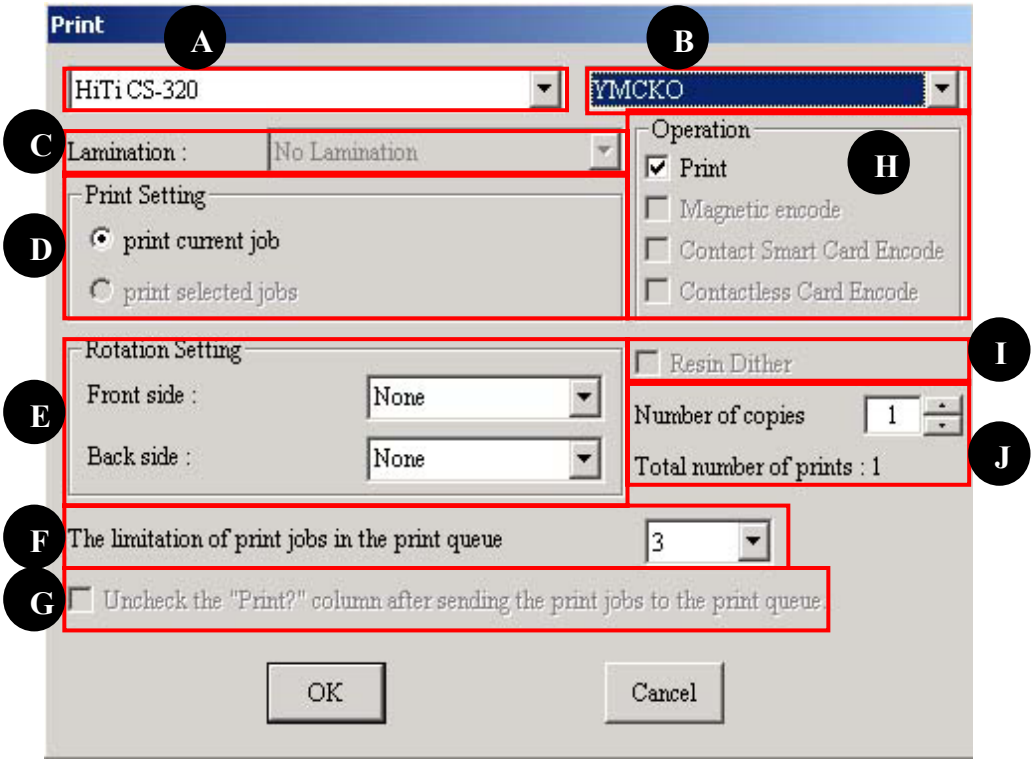
or it will show the following options:

Right-click Mouse function keys:

Rulers
Gridlines
Paste (Ctrl+'V')

2.11 Printing card

After the editing is finished, click  to print the cards.



A: Select printer: Hiti CS-300/310/320, 640DL-Amphi or Amphi II for your options.

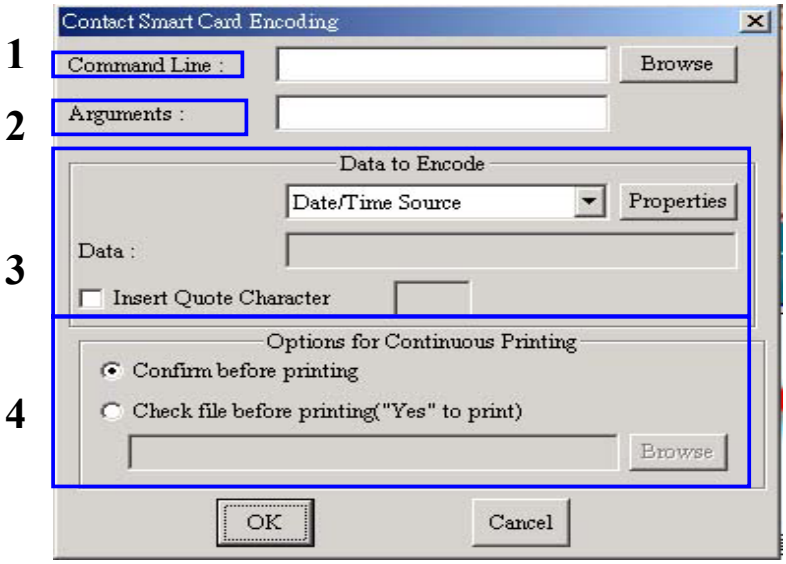
B: Ribbon options: YMCKO, YMCKOK, YMCKO, K or KO ribbon for your options.
C: Lamination: This function is available for lamination module only. There are four options: No Lamination, Front Side, Back Side, Dual Side.
D: Printing Setting: Print current job or selected job.
E: Rotation setting: You could rotate the image 180 degrees while printing.
F: The limitation of print jobs in the print queue: From 3 to 10 and unlimited jobs.
G: Uncheck the "Print?" column after sending the print jobs to the print queue.
H: Operation: four operation function available for your options: Print, Magnetic Encode, Contact Smart Card Encode, Contactless Card Encode.
I: Resin Dither: Using an algorithm to transfer the color image to black and white.
J: Number of copies & Total number of prints.
K: While printing, you can click "Cancel" to stop printing.

※Remark:
1. When you click the "Cancel" button, the print job, which has already been sent to the print spool, will **STILL** be printed out.
2. However, when you click on the "Cancel" button, the print job, which has **NOT** been sent to the print spool, will be cancelled.

Chapter 3 Encoding Functions

3.1 Contact Smart Card Encoding Function

You can apply encoding functions to a 6-pin Smart Chip card, an 8-pin Smart card, and a Chip Magnetic Card. After you select “Contact Smart Card”, there will be a blank in the editing area of the front side shown as follows.



1. Command Line: The path for the file to launch the encoding function

2. Arguments: Parameters for encoding.

3. Data to Encode: Data Source for encoding. You can input encoding data directly. Or you can select Counter Source, Date/Time Source, Concatenation Source or ODBC Source as your data source. Please refer to Chapter 4 for the details of the properties setting.

   ☐ **Insert Quote Character:** You can enter a quotation mark once you mark this item.

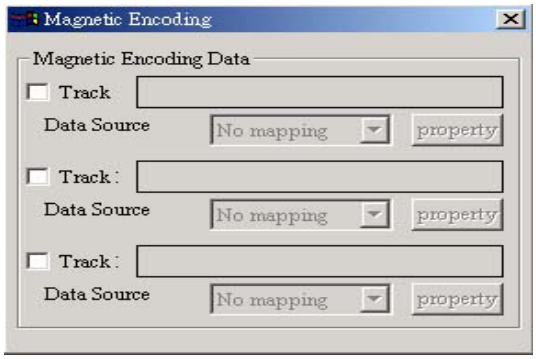
4. Options for Continuous Printing:

   - Confirm before printing.
   - Check the file before printing ("Yes" to print): After checking the file, faulty contact smart cards will not be printed and only perfect contact smart cards will be printed.

3.2 Magnetic Card Encoding Function

Select "Magnetic" to enter Magnetic Encoding Data.

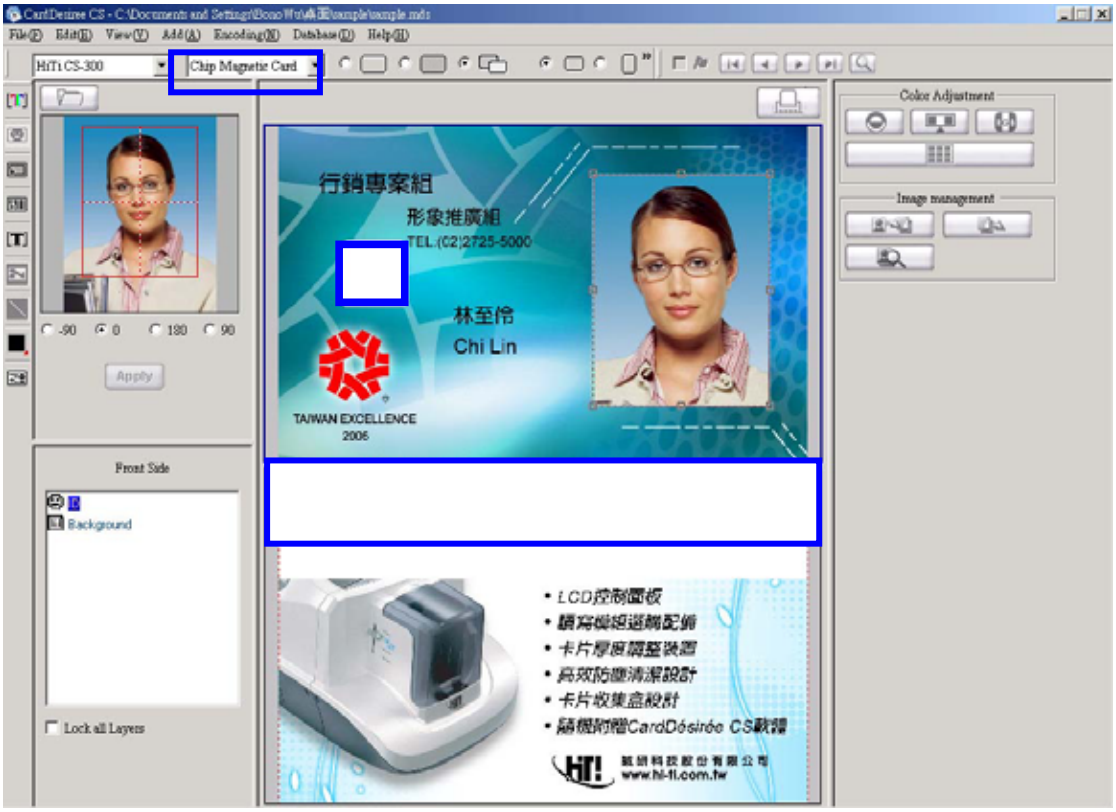
Select tracks you would like to encode and decide the data source:



- No Mapping: Input data directly；
- Counter Source, Date/Time Source, Concatenation Source or ODBC Source as your data source. Please refer to Chapter 4 for the details of the properties setting.

3.3 Chip Magnetic Card Encoding Function

Please review **3.1** and **3.2** for Chip encoding and Magnetic encoding, respectively for a Chip Magnetic Card.



Chapter 4 Database

4.1 Database Function Introduction:

This function is to help you connect the variable data, which is set in a template of your own design, with the target database to perform batch printing. After you build up a database, you could connect the components in the template, such as the ID photo, the text content, the bar code, and even the background image with data in different columns of the database through the “Database” function in CardDésirée CS.

When you click on the “print” icon, HiTi CS-300 will automatically print the data item by item.

※Remark: ODBC is the connecting interface between CardDésirée CS and the database file, but ODBC does not support Unicode. Thus, some characters may not be displayed while connecting the database file through ODBC, even if you edit your database file with Unicode.

Sample01 : 資料表

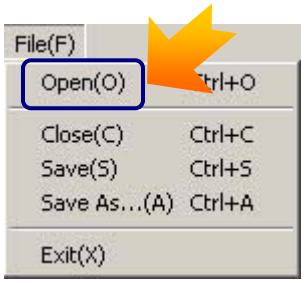
REC_COUNT	Name	Dep	Ext	PhotoField	Email
1	Francis Kao	Marketing	1219	Francis	franciskao@CS300.com
2	Young Ying	Sales	1566	Young	youngying@CS300.com
3	Max Huang	Sales	1248	Max	maxhuang@CS300.com
4	Charles Chen	Marketing	1138	Charles	charleschen@CS300.com
5	Vincent Lin	Sales	1195	Vincent	vincentlin@CS300.com
6	Timothy Liao	Sales	1281	Timothy	timothyliao@CS300.com
7	Calvin Wang	Marketing	1119	Calvin	calvinwang@CS300.com
8	ChaoChin Yin	Marketing	1239	Chao	chaochinyin@CS300.com
9	Wencheng Lee	Marketing	1564	Wencheng	wenchenglee@CS300.com
10	Aaron Chang	Marketing	1568	Aaron	aaronchang@CS300.com
11	Emma Lee	Design	1143	Emma	emmalee@CS300.com
12	Mandy Lai	Design	1140	Mandy	mandylai@CS300.com
13	Julie Hsu	Logistics	1141	Julie	juliehsu@CS300.com
14	Natashia Peng	Logistics	1158	Natashia	natashiapeng@CS300.com
15	Vivian Huang	Logistics	1203	Vivian	vivianhuang@CS300.com
16	Bonnie Lu	Sales			bonnielu@CS300.com

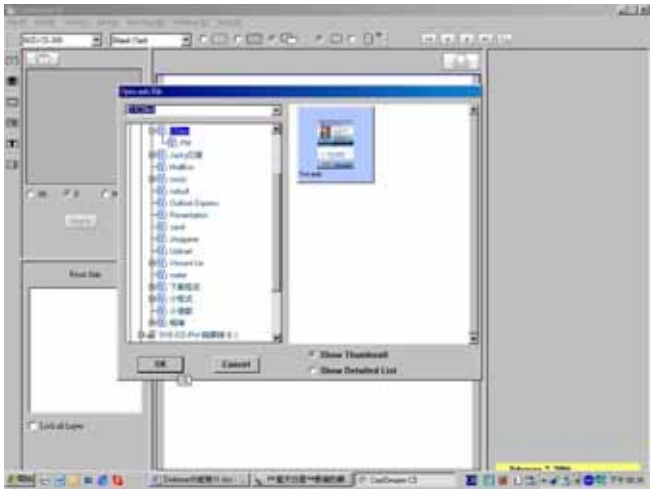
4.2 How to connect to an existing database file?

- Open the template

1. Run [CardDésirée CS]

2. Please refer to the second chapter to make a template. If you already have a template, then please open it through [file] → [open].



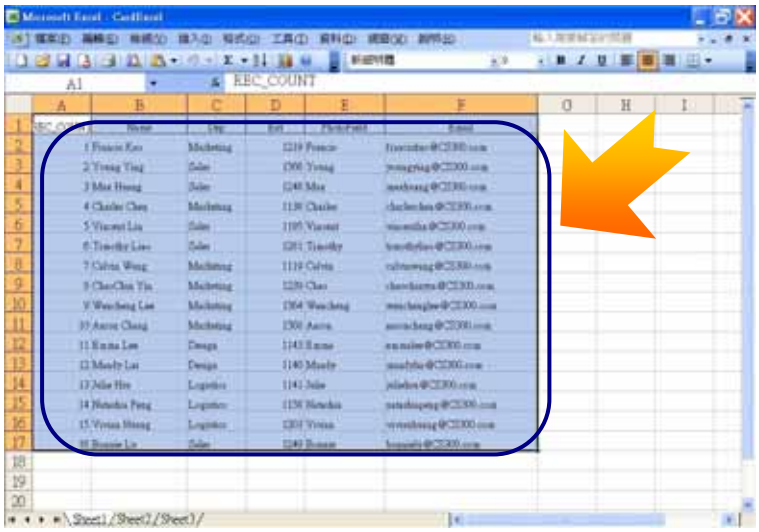


3. After you load the template, you can start connecting it to the database.

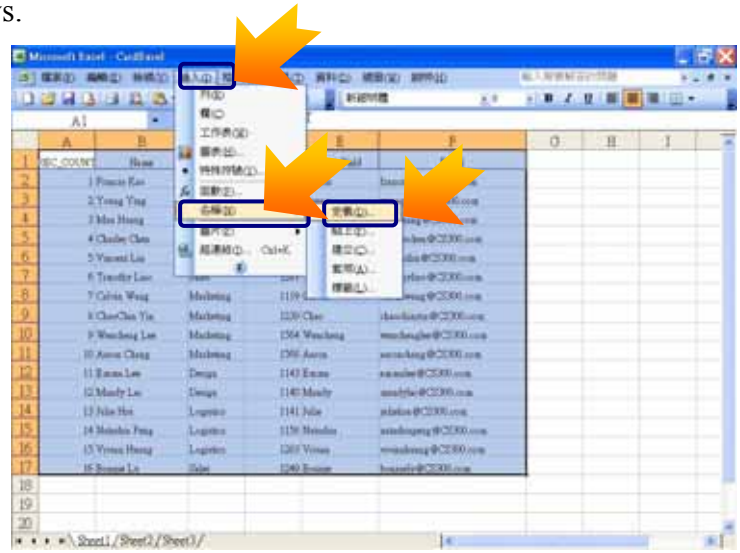
- Connect to a database for the first time

A user can use Access (*.mdb) or Excel (*.xls) to edit a file as a database respectively. The following example will display how to save an Excel file as a database.

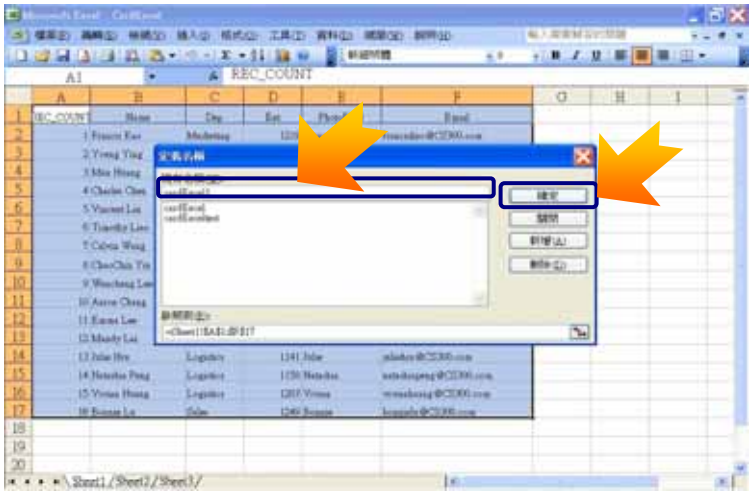
1. After entering all the data, please block all of the contents, which you need as a table:



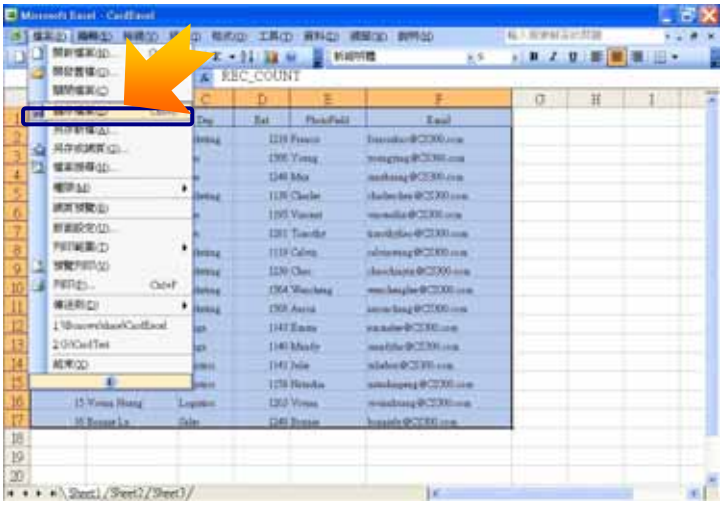
2. Please select **Insert** → **Name** → **Define** to define the name of the table shown as follows.



3. Please enter the name of this table and press "**OK**". The name of this table will be on the list for your option during the process when you connect the database.

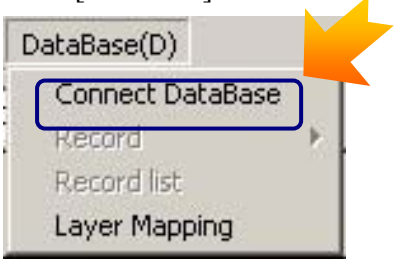


4. Please save this file before you close Excel.

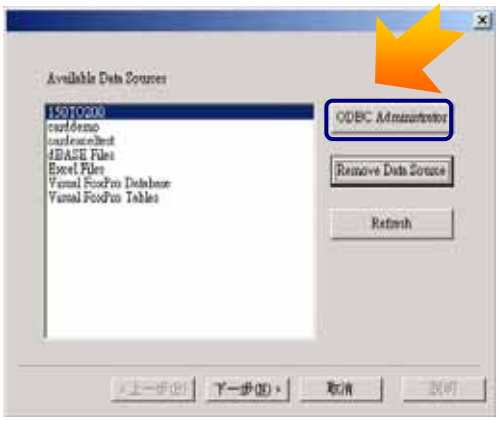


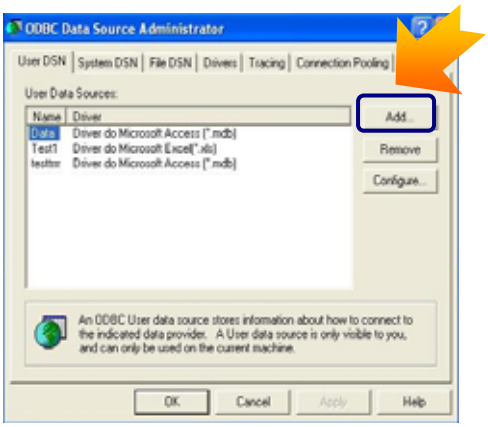
After completing the above procedure, please follow this process to connect the database shown as follows.

1. Click [Database] on the tool bar and choose [Connect Database].

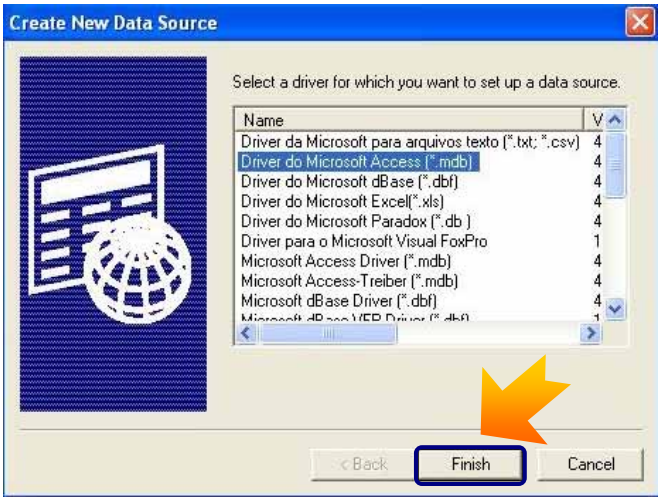


2. If you haven't built up a data source, please click on the [Add] button after you enter [ODBC Administrator] to establish a data source.





3. Select a driver for the data source. (It should be a " *.mdb " or a "*.xls" file in general). Then press **Finish**.



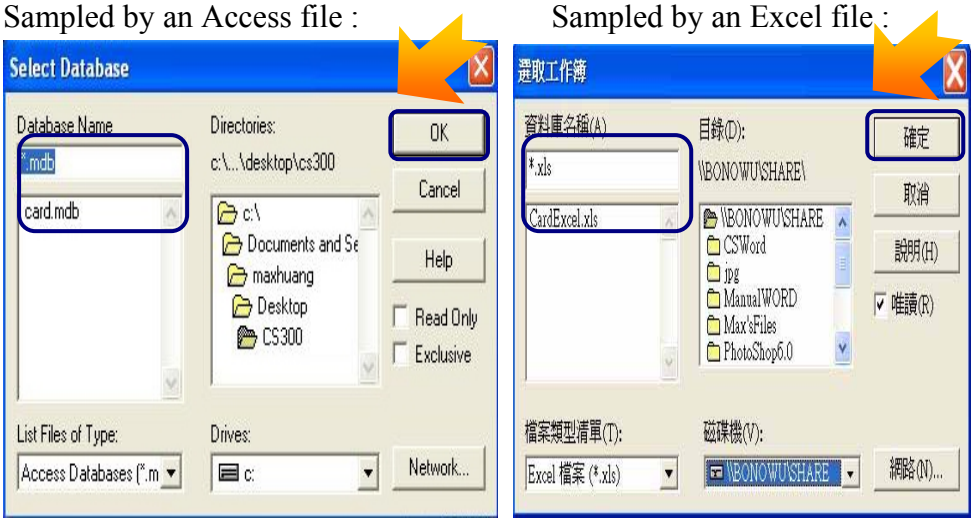
4. Input a name and description for the data source, and then press **Select**.

Sampled by an Access file :

Sampled by an Excel file :

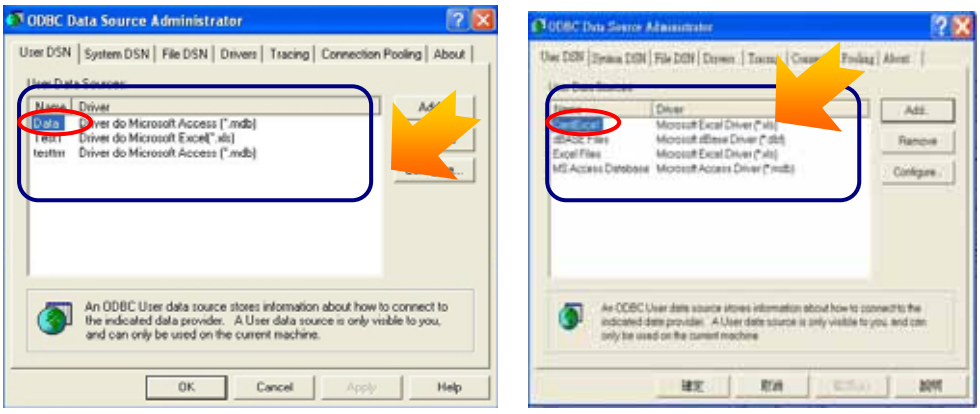
5. Browse and select a database, and then press **OK**.

Sampled by an Access file : Sampled by an Excel file :



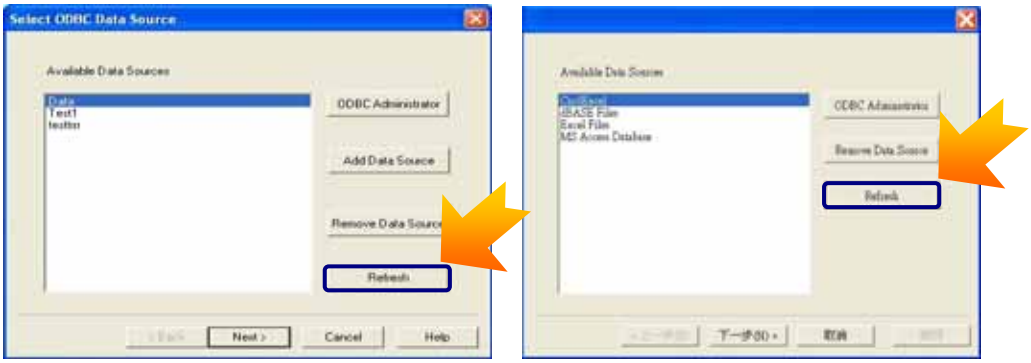
6. The data source, which you have just added would be displayed in the list.

Sampled by an Access file : Sampled by an Excel file :



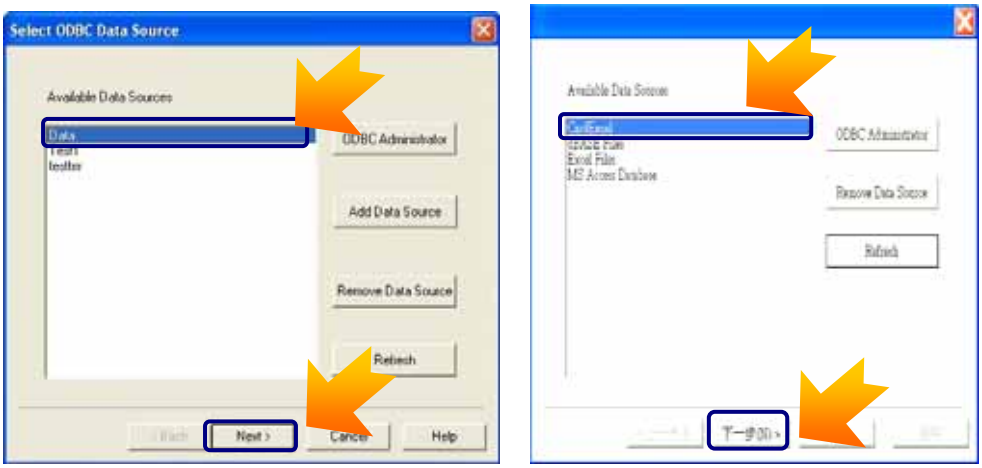
7. After clicking on **[OK]**, it will return to the "Available Data Sources" dialogue box, click on **[Refresh]** and the just-added data source would appear in the list.

Sampled by an Access file : Sampled by an Excel file :



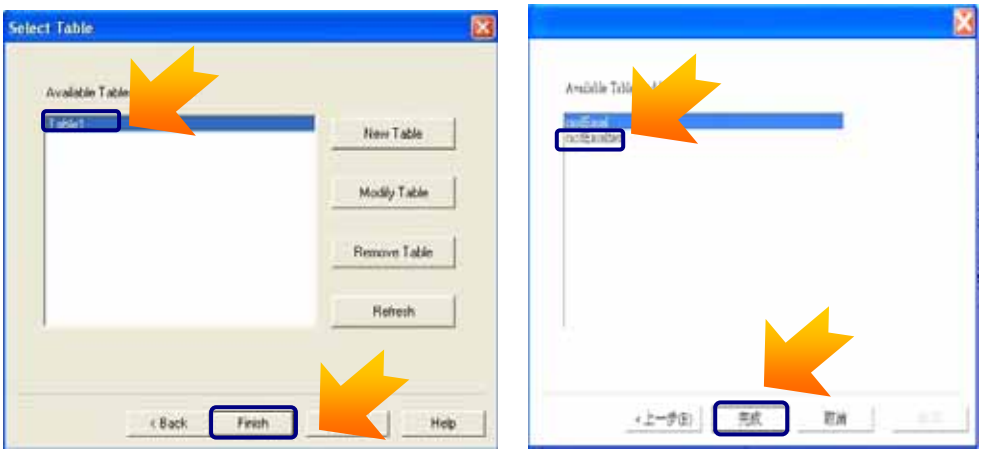
8. Select the target data source and click on **[Next]**.

Sampled by an Access file : Sampled by an Excel file :

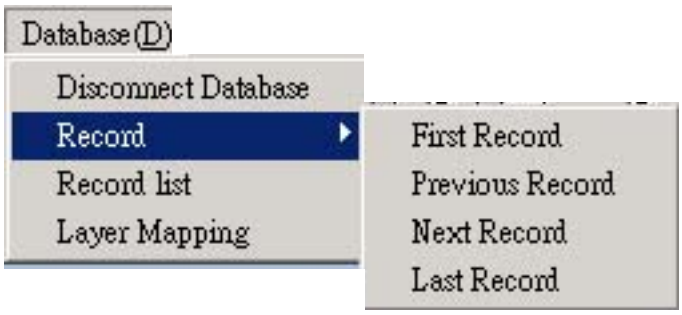


9. Select a target table. When you have more than one table in a database file, you can assign the target one in this dialogue box, and then click on **[Finish]**.

Sampled by an Access file : Sampled by an Excel file :



10. After the connection is completed, [Record] & [Record list] in [Database] will be enabled.

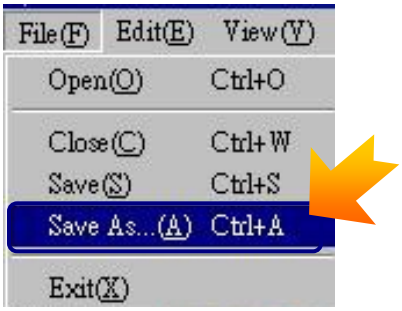


- Disconnect the Database.
- Record: Browse each data.
- Record list: Review the data list.※Remark.
- Layer Mapping: To assign the layers in the template with the database.

※Remark: Please refer to Section 4.4: How to build up a “print information database” in Chapter 4.

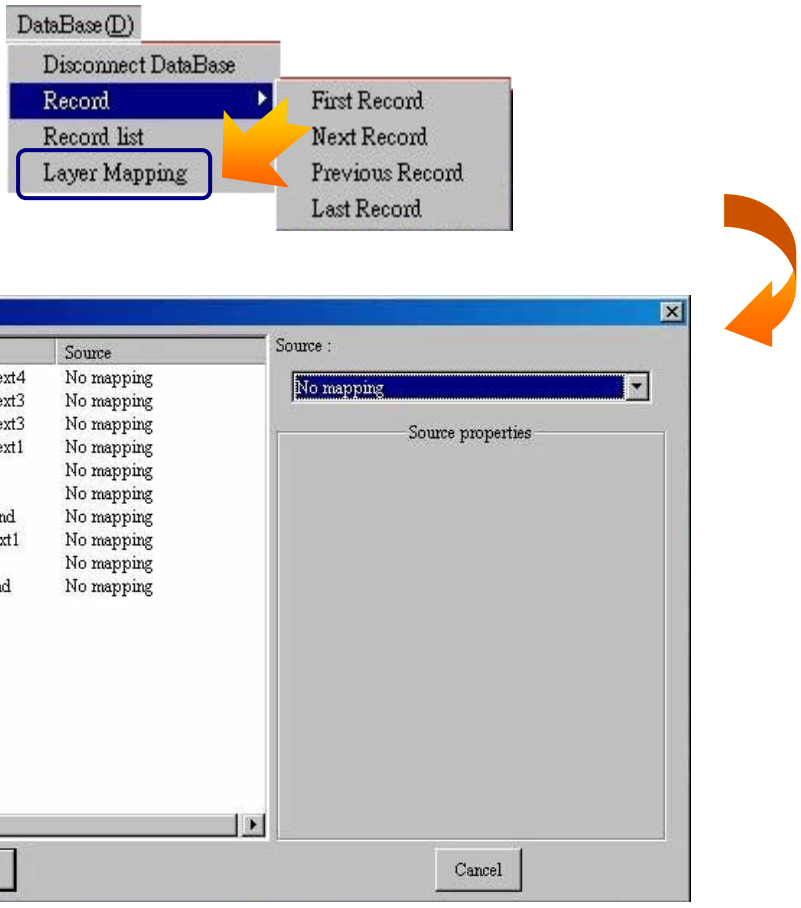
Also, please refer to the following sections for information regarding [Record], [Record list], and the [Layer Mapping] function.

11. After the settings are completed, please remember to save the file. The layer mapping will be stored in the “*.mds” file and remain available when you open the template the next time.

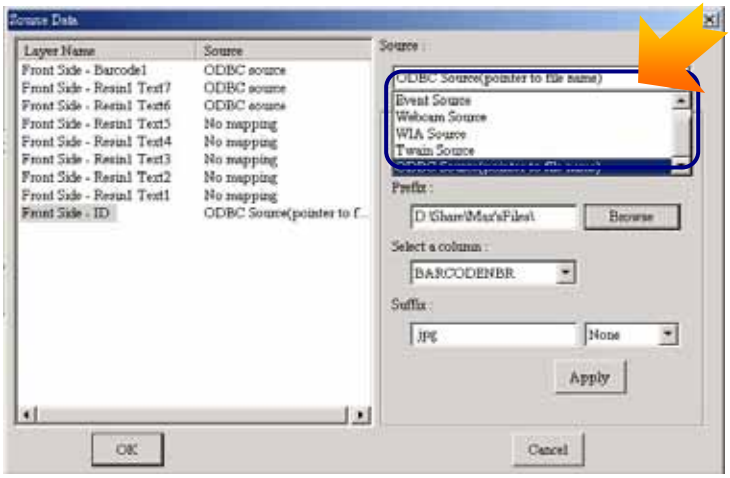


- How to perform “Layer Mapping”?

1. After choosing [Layer Mapping], the layer name and its mapping status will be displayed in the source data dialogue. If you have not made any settings, it will display “No Mapping” in the “Source” column.

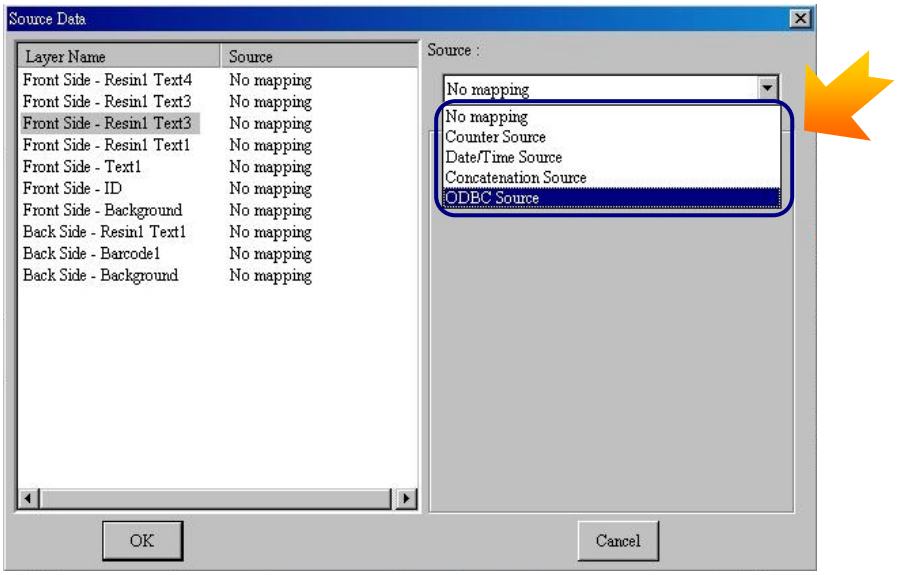


2. Choose the target Layer. If you choose the ID or the Background layer, then there will be six different kinds of sources shown in the drop-down list.



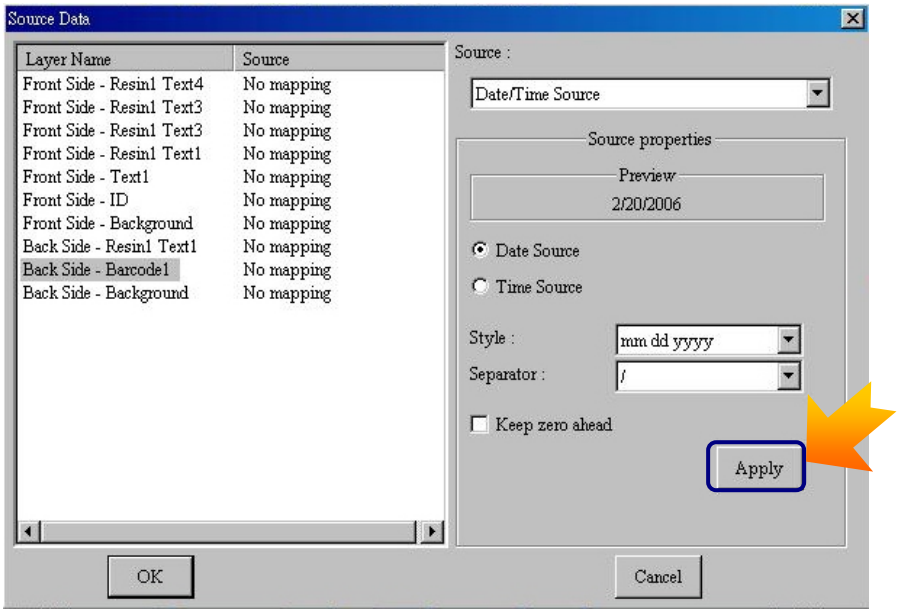
- No mapping: No need to set any source for the target layer.
- Event Source: To assign an event source to the layer. Need to work with HiTi Event Desiree software. Please contact HiTi FAE.
- Webcam Source: To assign a webcam source to the layer.
- WIA Source: To assign a WIA source to the layer.
- TWAIN Source: To assign a TWAIN source to the layer.
- ODBC Source: To assign an ODBC source to the layer.

If you choose the text or bar code layer, there will be five different kinds of sources shown in the drop-down list.

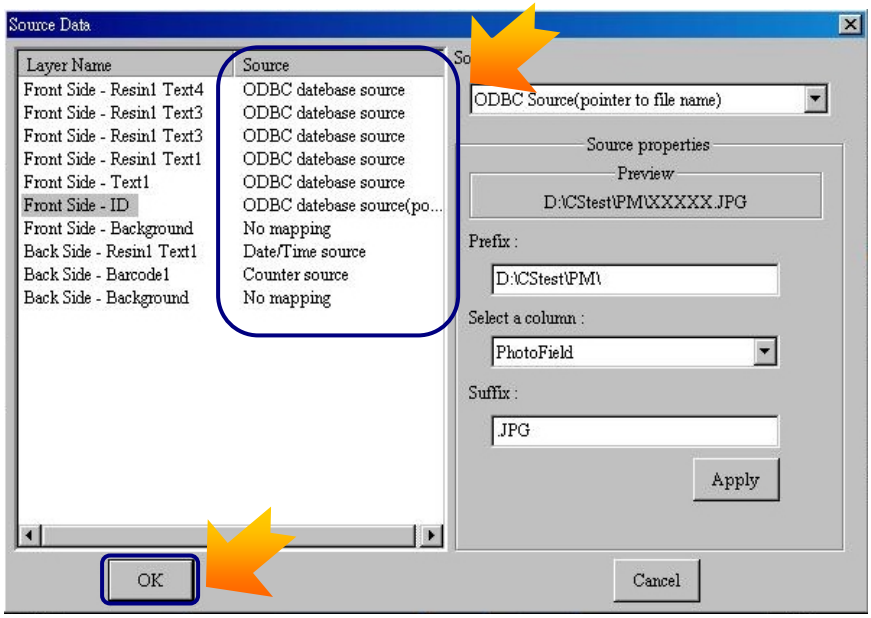


- No mapping: No need to set any source for the target layer.
- Counter Source: To assign a counter source to the layer.
- Date/Time Source: To assign a date or time source to the layer.
- Concatenation Source: To assign a concatenation source to the layer.
- ODBC Source: To assign an ODBC source to the layer.

3. After you finish the settings of the data source, press **[Apply]**.



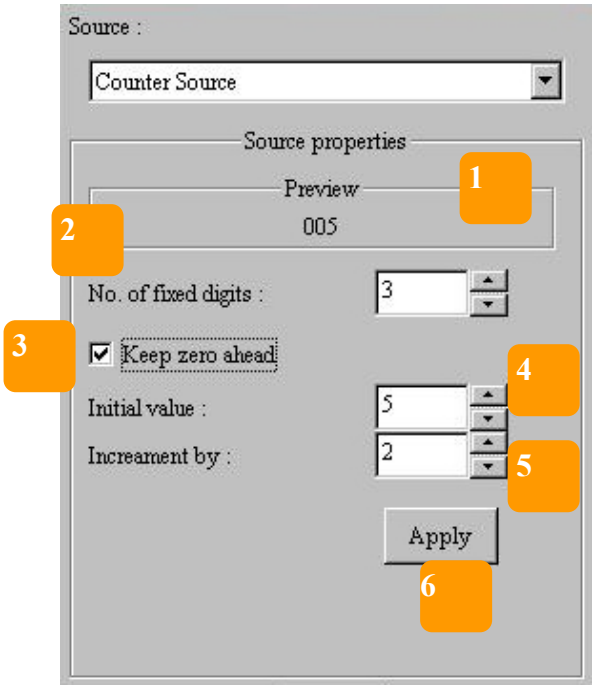
4. After setting all the layers, the source column will show all the results. Press the **[OK]** button to complete the layer mapping.



- Data source properties introduction.

1. Counter Source

   Function: To assign a counter source to the layer.

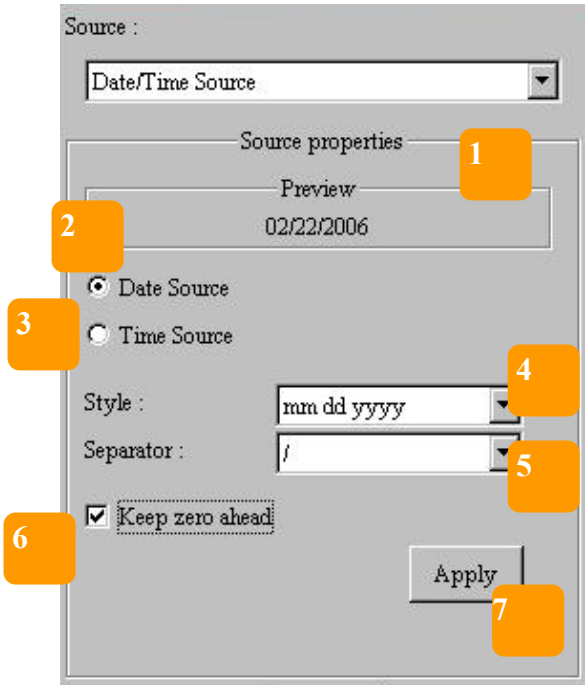


1. Preview: To preview the outcome.
2. No. of fixed digits: To set the number digits for the counter.
3. Keep zero ahead.
4. Initial value: To set the initial value.
5. Increment by: To set the increment.
6. Press [Apply] after finishing the settings.

Ex: Input 3 in “No. of fixed digits”, check the box of “Keep zero ahead”, input 5 as the initial value, 2 as the increment, and then a series of numbers like 005, 007, 009, 011… will be shown in the preview section。

2. Date/Time Source

   Function: To assign a date/time source to the layer.

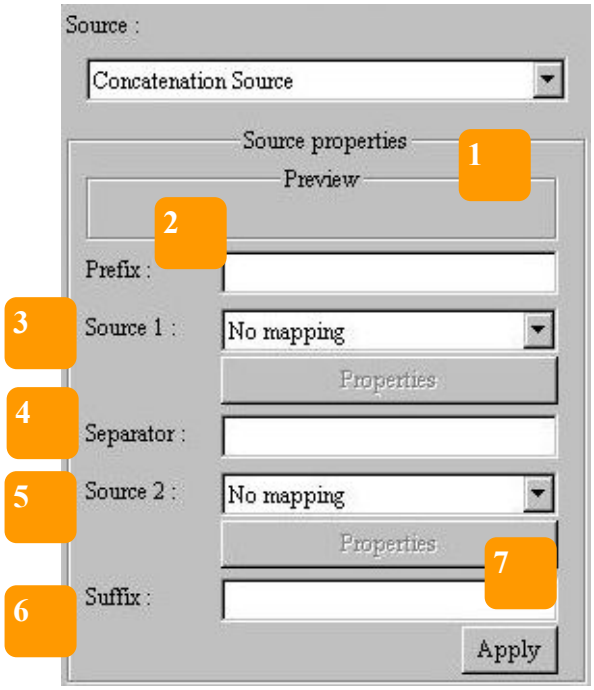


1. Preview: To preview the result.
2. Date Source.
3. Time Source
4. Style: To set date/time display type.
5. Separator: To set the separation.
6. Keep zero ahead.
7. Press [Apply] after finishing the setting.

Ex: check the date source, choose “mm dd yyyy” as the display source, ”/” as the separation, tick the box of “Keep zero ahead”, and if the date of the system is 2006.2.22, the preview would display it as 02/22/2006。

3. Concatenation Source

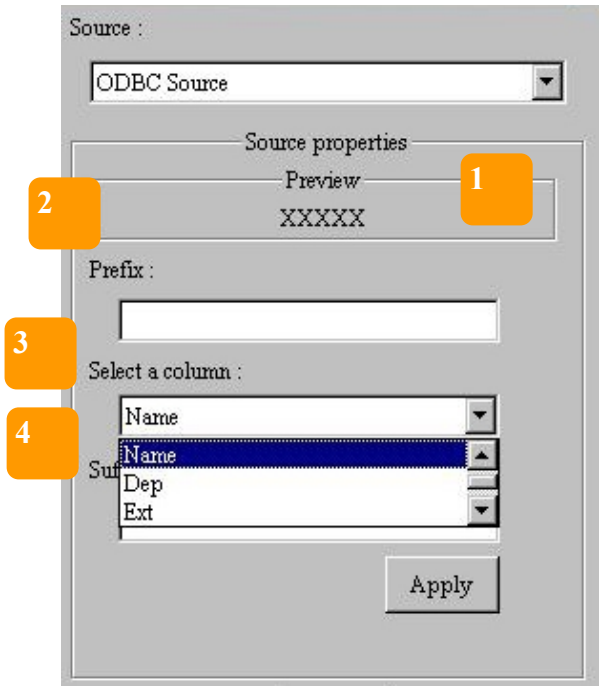
Function: To assign a date/time source to the layer.



1. Preview: To preview the result.
2. Prefix: To set the fixed precedent digits.
3. Source 1: Choose counter or date or time or concatenation as the first source.
4. Separator: To set the separation.
5. Source 2: Choose counter or date or time or concatenation as the first source.
6. Suffix: To set the fixed post-position digits.
7. Properties: To set the properties of the data source.

4. ODBC Source

Function: To assign an ODBC source to the layer.

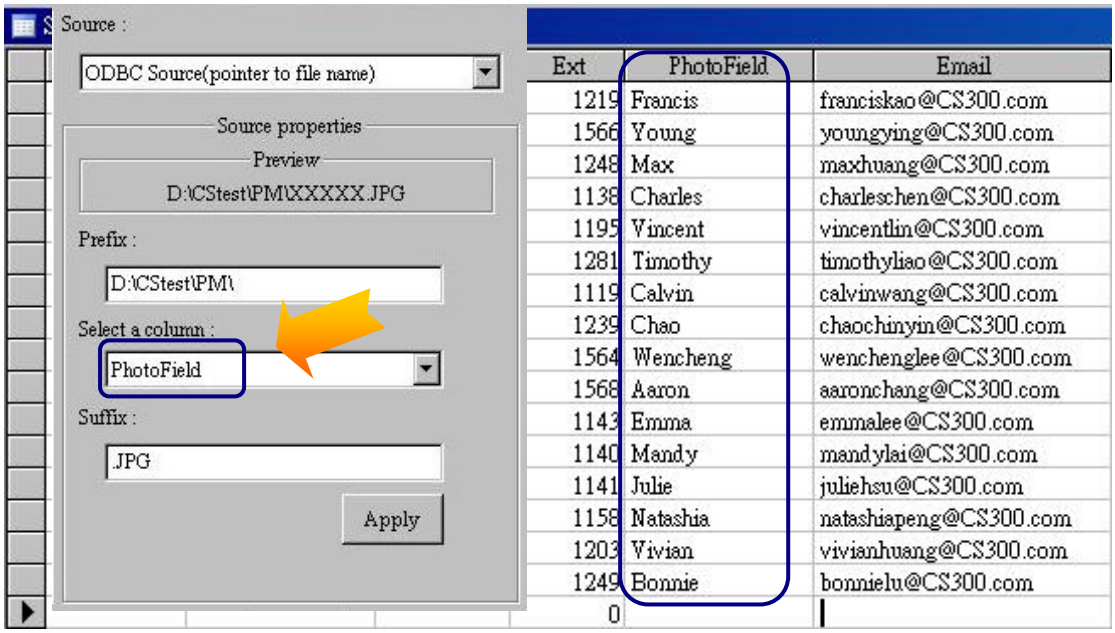


1. Preview: To preview the outcome.
2. Prefix: To set the fixed precedent digits.
3. Select a column: To point to a certain column in the database. The drop-down list will include all the columns inside.
4. Suffix: To set the fixed post-position digits.

- To link a layer with the database: Once you select Webcam Source, WIA Source, or TWAIN Source as your ID image source, a dialogue will pop up to ask you to capture images from your device while printing. Please refer to Chapter 2 section 2.2 for the further details.

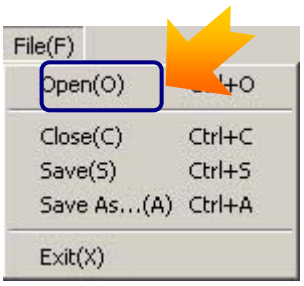
  However, if you select ODBC as your ID image source, please follow the instruction as follows.

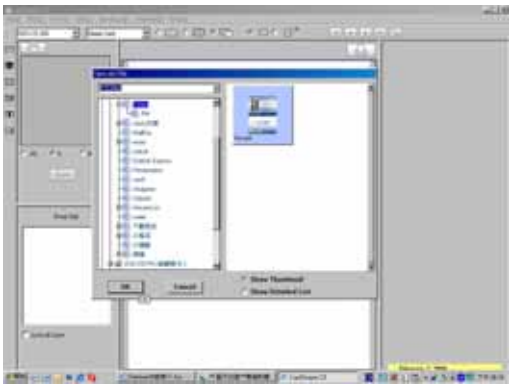
First, you need to save all the images files you want in the same folder, and type all the file names sequentially into a certain column of the database. For example, if you put all the image files in the subfolder ”PM”, which is in the folder “CStest” on disc D, and you also key in all the image file names into a column called “Photofield” in your database. Please enter “D:\CStest\PM\” in the blank of **[Prefix]**, and enter “.jpg” in the blank of **[Suffix]**. Then, choose “Photofield” in the drop-down list of **[Select a column]**, press **[Apply]** button to finish the settings.



4.3 How to search / query certain data in your database?

First, you need to open a template and connect to the database. Through [File] → [Open] to open a template.

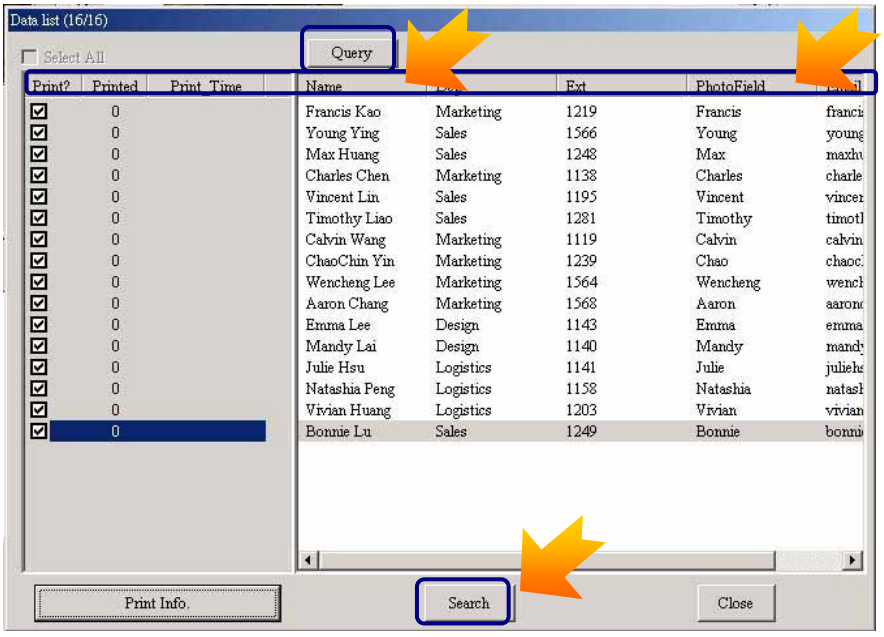




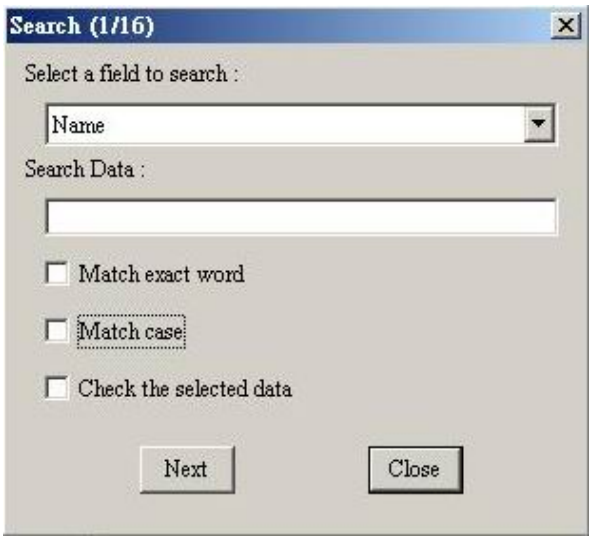
Then, you could preview certain data by [Record list] or by using the buttons in the main menu.

- Search by [Record list]

1. After you click on [Record list], the data list would pop up. All the columns inside (the right side) would be the ones, which have been assigned to a certain layer. Other columns would be veiled automatically. Drag the boundaries to reveal the veiled columns. The column blocked on the left side displays “Print Information”.

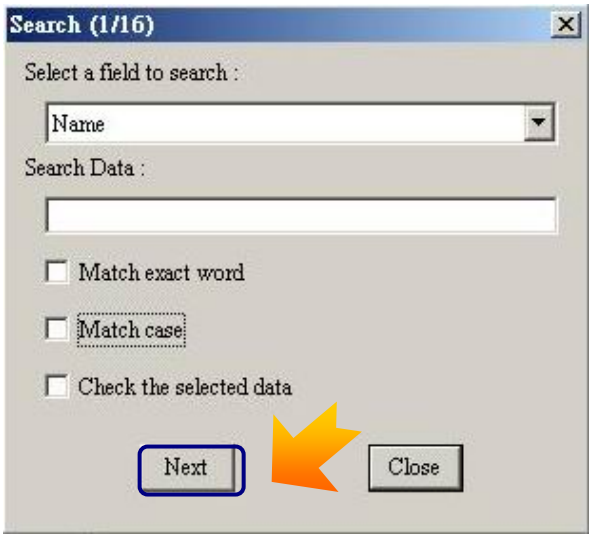


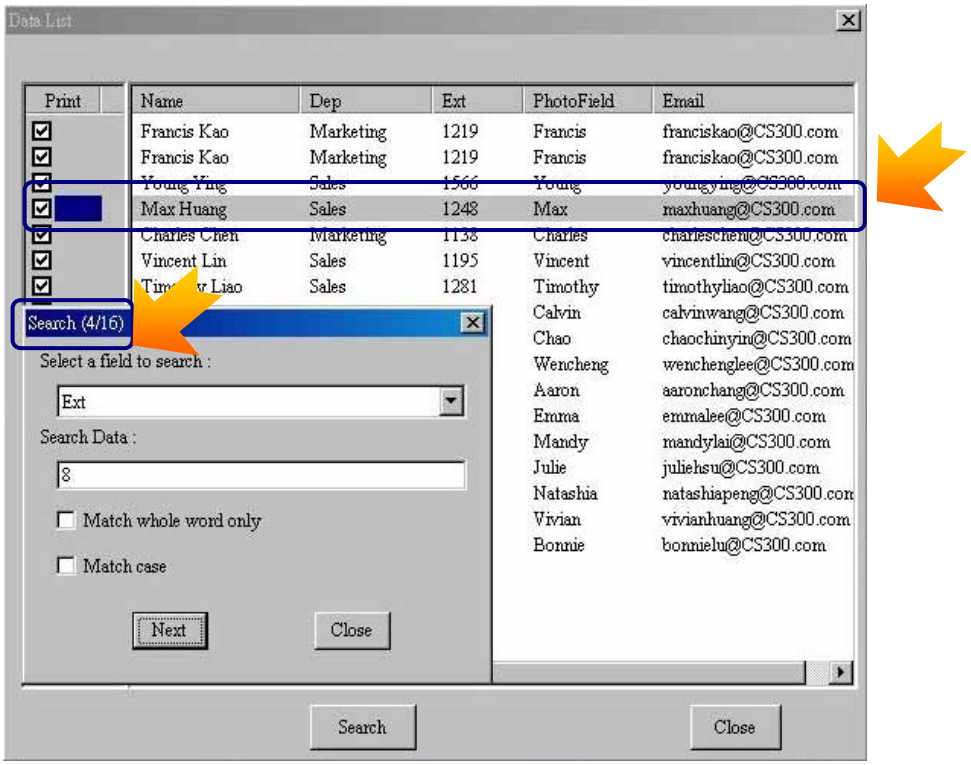
2. Click on the [Search] button, and the search dialogue will pop up.



- Select a field to search: choose the target column you want to search.
- Search Data: Input the condition of the search.
- Match whole word only: The search should match with the exact word type in the blank of "Search data".
- Match case: The search is now case sensitive
- Check the selected data: The check box of the found data which you search would be ticked. This function is for the convenience of specific data printing.

3. If more data would be found, press then [Next] to display the next data.





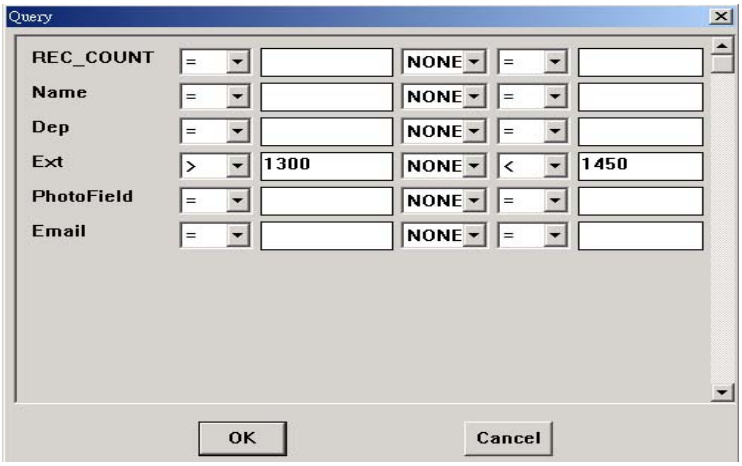
- At the top left corner of the search dialogue box, it will display the position of the target data in the database.

shows that the target data is the fourth among all sixteen entries.

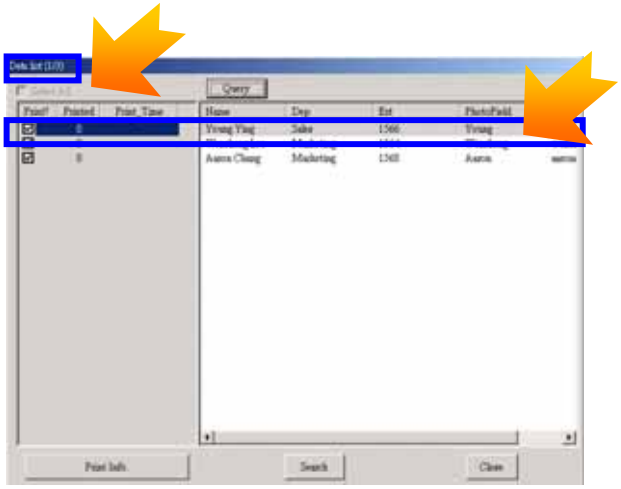
- The found target data would be underlined in a different color in the data list.

- Query by [Record list]

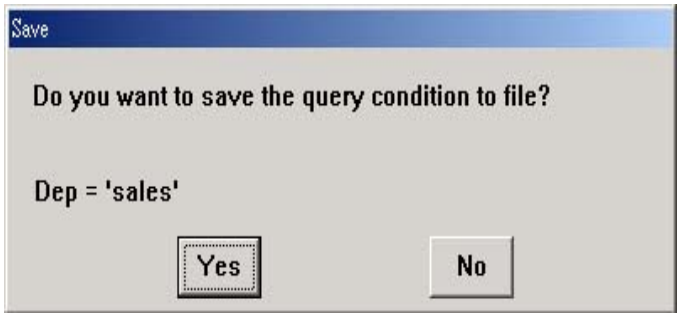
1) After you click on [Record list], the data list will pop up. Please press the **[Query]** button, and a **[Query]** dialogue will pop up. Please use "＞", "＜", "＝", "**None**", "**And**" and "**Or**" as your query conditions.



After entering these conditions and pressing **[OK]**, the data list will display the results shown as follows: Data (1/3) shows that total 3 data match your conditions and that the target data is the first data.



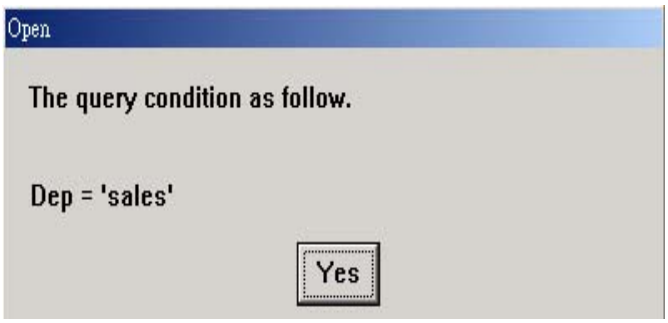
※ You can keep the latest conditions for the [**Query**], so that when you open this template another time, you can directly acquire [Query] results from the database through these previously entered conditions. Please follow up these steps: **Menu Bar→ File** →Press [**Save**], a dialogue box will pop up: "Do you want to save the query condition to file?" It also shows the latest conditions you entered for your reference, for example: **Dep ="sales".** You can press [**Yes**] to save these conditions.



When you open this template the next time, a dialogue would appear to remind you which [Query] condition has been saved with this template; for example, **Dep="sales"**

After opening this template, the data shown in the Data List are the results queried through these conditions you saved last time.

If you need all of the original data, just press [Query] to leave the condition blank and then press [OK]



- Preview and query by using the tool bar of the main menu

1. Preview option: Unmark the flag, you can preview all the data in the "Printing Information" database; however, after marking the flag, you can preview only the data which you marked in the "Printing Information" database.
2. Preview the first data
3. Preview the previous data
4. Preview the next data
5. Preview the latest data
6. Search (Same as the "Search by [Record list]")

- Printing preview of certain data

1. Click on the [Record list]. When choosing the target data from the "Data List", you will see the preview of that data in the main menu. Press the "Print" button to print it out.

2. When the "Print" dialogue box pops up, check **[Current Job]** to print the data you are previewing.

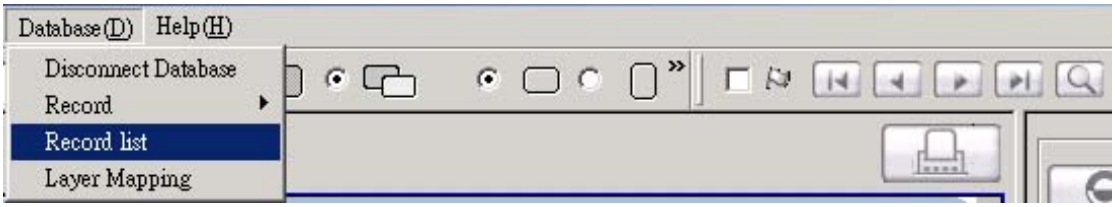
4.4 Build up a “Printing Information” database

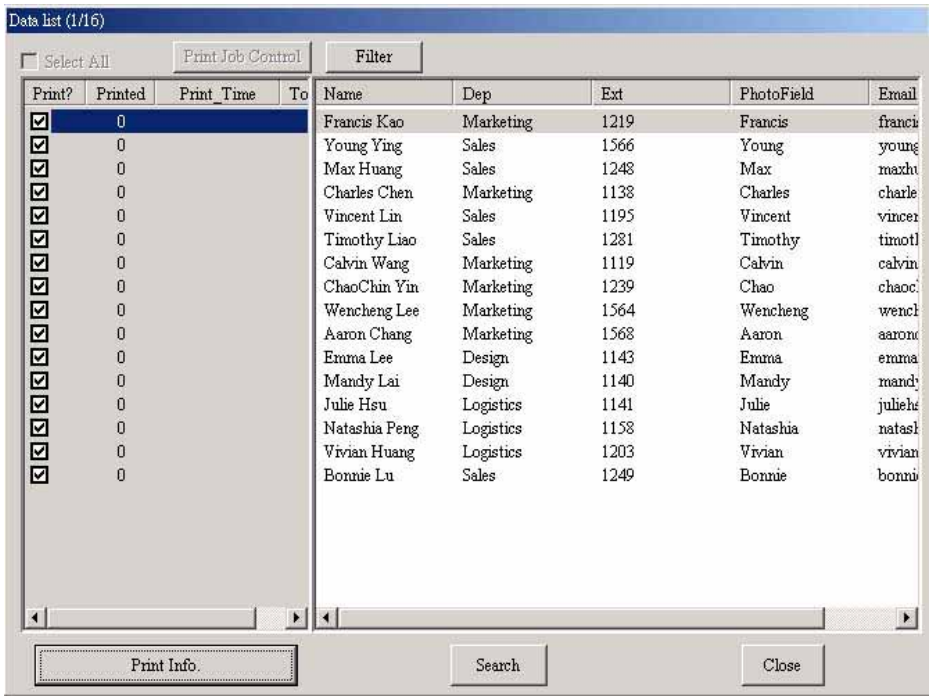
- What is a “Print Information Database”?
  After a user processes ID images, these setting parameters, such as size, location and color properties, will be added into “Print Information”. In addition, “Print Information” displays which data will be printed; printed quantities of each data and when data were printed. Thus, the “Print Information” reveals the following information for each data:

  1. Print ?: Print or not?
  2. Printed: Printed quantities
  3. Printing Time: The latest printing time of the data.
  4. Total Prints: The total print quantities of each data.

- Build up a “Print Information Database”

  1. Open **Data List** through **Record List**





※After connecting to a database and layer mapping, the Data List will appear through the **Record List**. The display of each layer mapping corresponding to the original database you edited, will be shown on the right side. Other columns will hide automatically and only appear when the mouse curser will be dragged over them. Print Information will be displayed on the left including Print?, Printed, Printing Time, Total Prints.

The area in grey color on the left indicates that the Print Information Database has not been created or opened. Before you open the Print Information Database, all the adjustments for the ID photo; including size, location and color properties, can not be recorded.

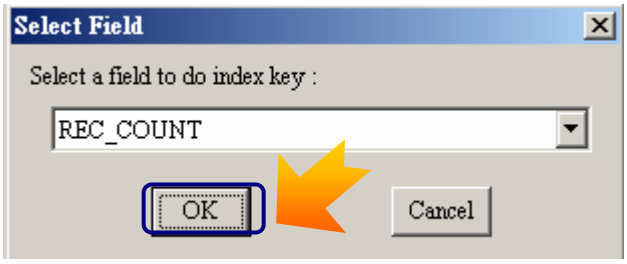
If you have created a Print Information Database, please press [Print Info.] to open your Print Information Database (Please refer to the next section: **Print Information Database connection / open** in this chapter). If not, please refer to the following steps to create a Print Information Database and then you will be able to save the adjustments including size, location, and color properties for the ID photo through Print Information Database.

2. Please press 【Print Info】to build up a "Print Information Database". Then a dialogue box will pop up. If you have never built up a "Print Information" database, please enter a file name to build up your first "Print Information Database", and then press "Open".

※Remark: Please Do Not Open your original database, and it is not your "Print Information Database", please pay attention to it.

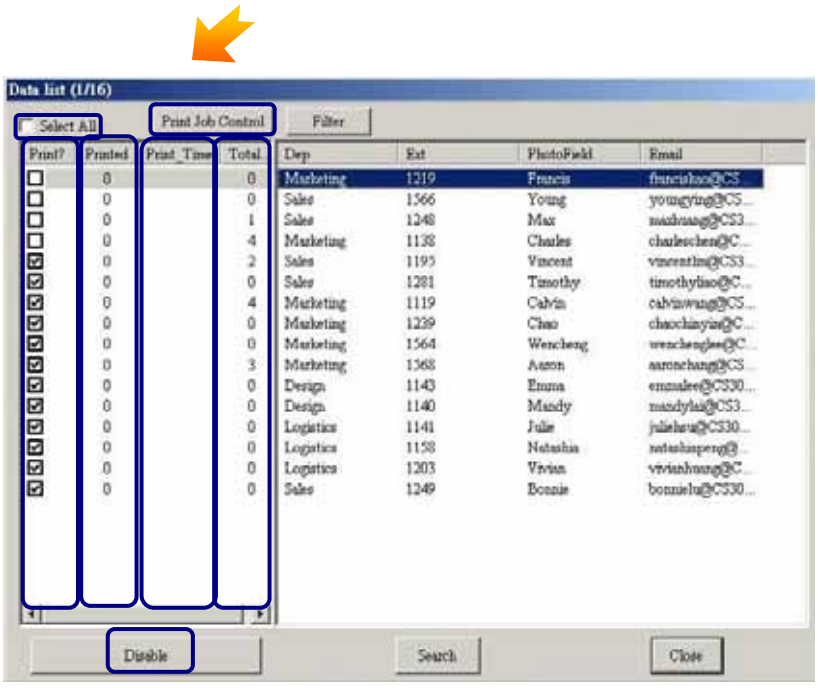
3. Before you build up the first "Print Information Database", this file "Print Information Database" will not exist in your folder. Thus, while you are building up the first "Print Information Database", a dialogue box will pop up to remind you and ask you if you would like to create this file or not. Please click "OK" to continue to build up the "Print Information Database".

4. The computer system will ask you to select a field as an index key in order to connect to the original database. Please select one field involving different data without repeating it as an index key.



5. Then there would be a warning dialogue clarifying “The field can be Null”, please press **“OK”** to complete building up “Print Information Database”.

After completing this process, the Data List will display the following information: The left side will display “Print Information Database” and would be bright. The bright color means that the Print Information Database is open. Also, all data will be selected when a new Print Information Database has been created for the first time.

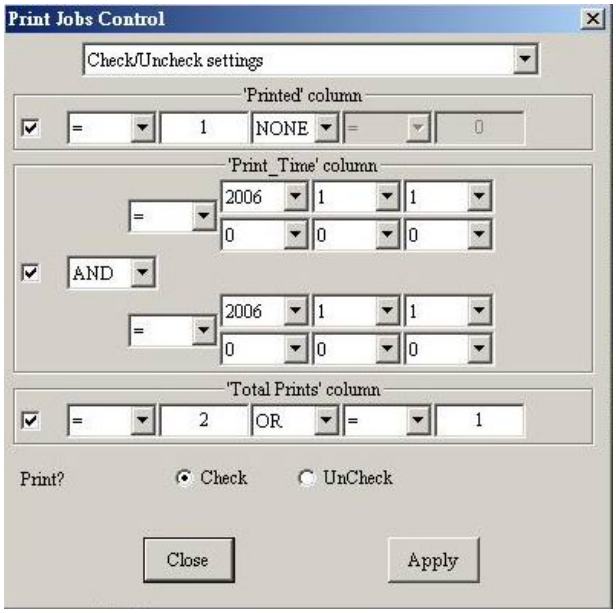


[Description]:

1. Print? : You can select which data you are interested in printing or previewing.
2. Printed: Printed quantities for each data.
3. Print Time: The latest printing time of each data.
4. Total Prints: The total print quantities of each data.
5. Select All: You can use this function to check or uncheck all the data.
6. Disable: Close “Pint Information” database.
7. Print Job Control: Include Check/ Uncheck settings and Clear the record.

- Print Job Control:

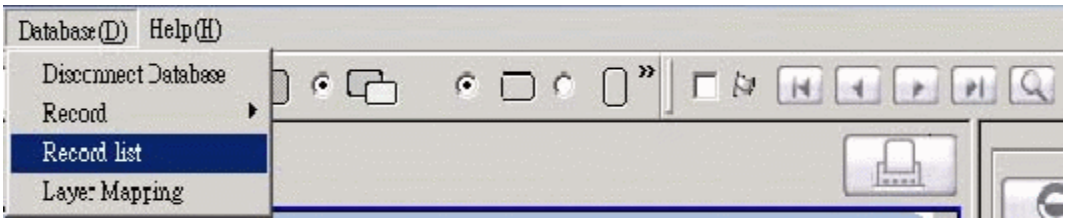
1. Check/ Uncheck settings: You could set the rules for each column to decide which data should be checked or unchecked.



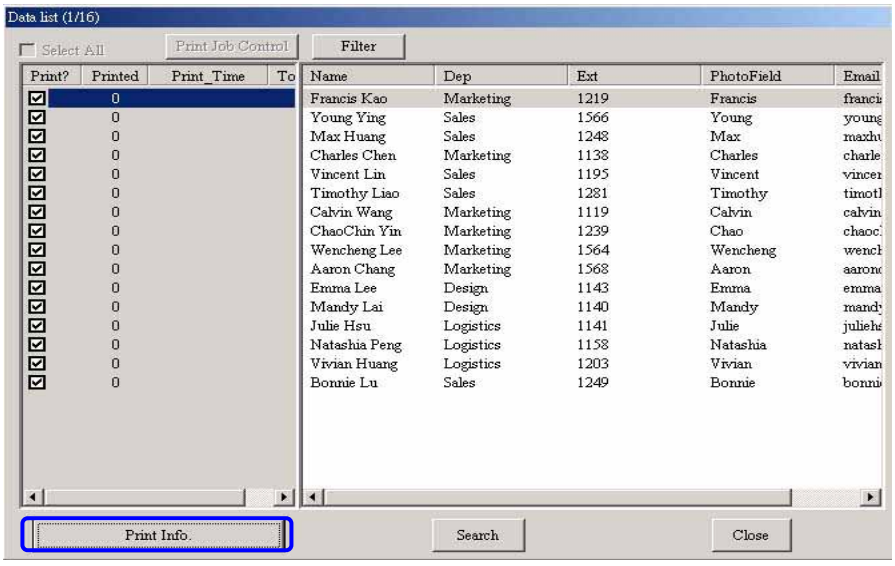
2. Clear the record: You could reset the “Printed” or “Print_Time” column.

- Print Information Database connection / open: After you create a Print Information Database, this database will be saved in your computer. Please open a Print Information Database using the following procedures.

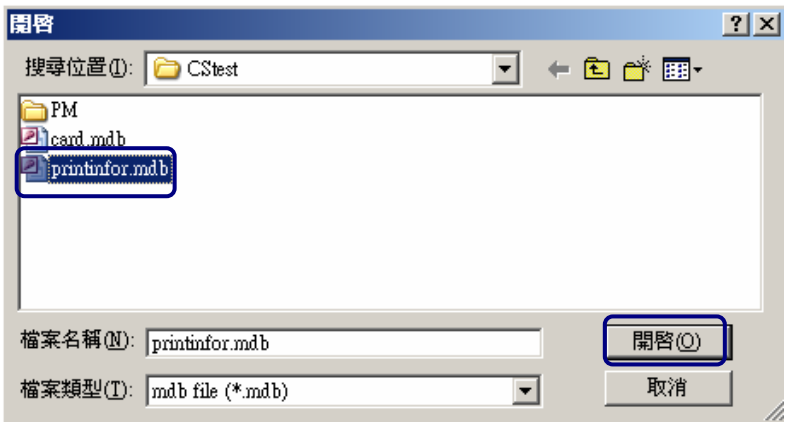
1. Please select **Database→ Record list** to open a database list.



2. Please express【Print Info】to open the Print Information Database.



3. Select the Print Information Database you have created and press [Open], and then the Print Information Database will be opened.



4.5About “Append Print Info.” Function

◆ What is “Append Print Info.”?

Compared with an independent “Print Information Database” mentioned above, to “Append print info.” means to append the print information to the users own database. In other words, this function combined the users’ database and print information into one *.mdb file rather than save the print information as another *.mdb file. Users who used to save the database on their server would prefer to save the print information like this way.

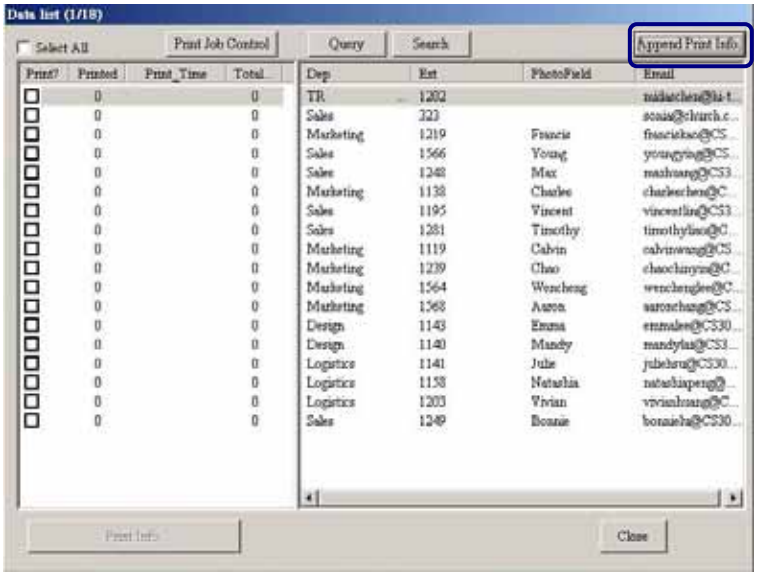
◆ How to “append print info.”?

1. First, you have to create some specific columns and set their properties in your database file. Please refer to the following table as the guide to create and do the settings.

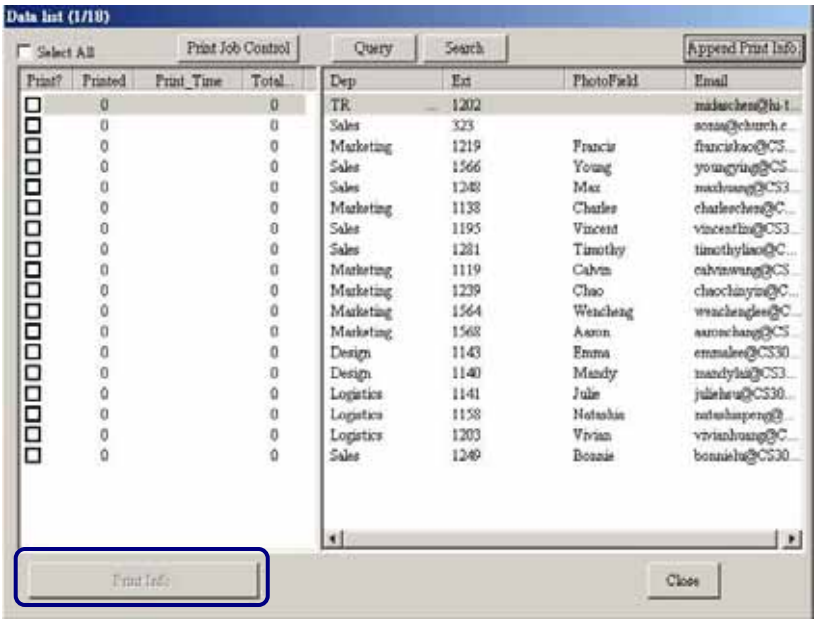
Column name	Type	Size	Initial Value
HiTi_Print	Boolean(Y/N)	--	--
HiTi_Print_Count	Long integer	--	0
HiTi_Print_Time	Date/Time	--	--
HiTi_Total_Print	Long integer	--	0
HiTi_ID1_Rect	Text(varchar)	255	--
HiTi_ID2_Rect	Text(varchar)	255	--
HiTi_ID1_Image	OLE object	--	--
HiTi_ID2_Image	OLE object	--	--

Remark: “—“ means no need to set.

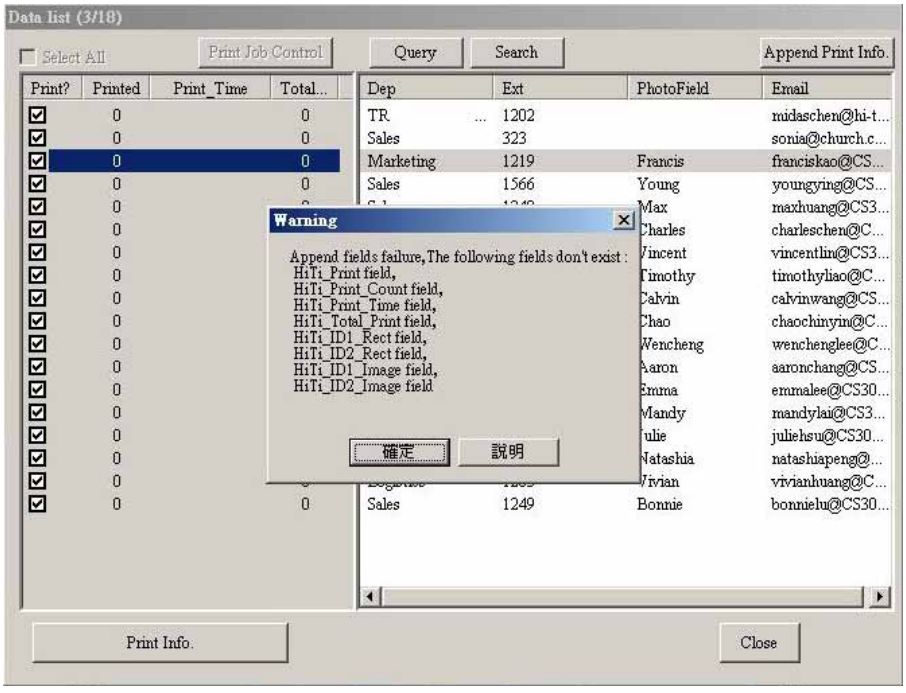
2. Execute CardDesiree CS, open the template and connect with the database. Click “Append Print Info.” button in the page of “Data list”. Then the “print info.” will be enabled as below.



3. After you activate the “Append Print Info.” function, the “Pint Info.” function which is at the left down side of the same page would be disabled. That means you either could choose to append the print information to the same database or save as another database file.



4. If you don’t create the specific columns before clicking the “Append Print Info.” button, there will be an error message pup out as below.



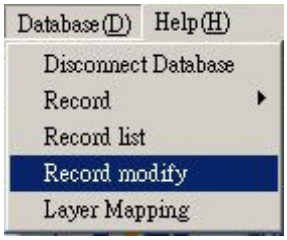
4.6Dynamic Mode

◆ What is Dynamic Mode?

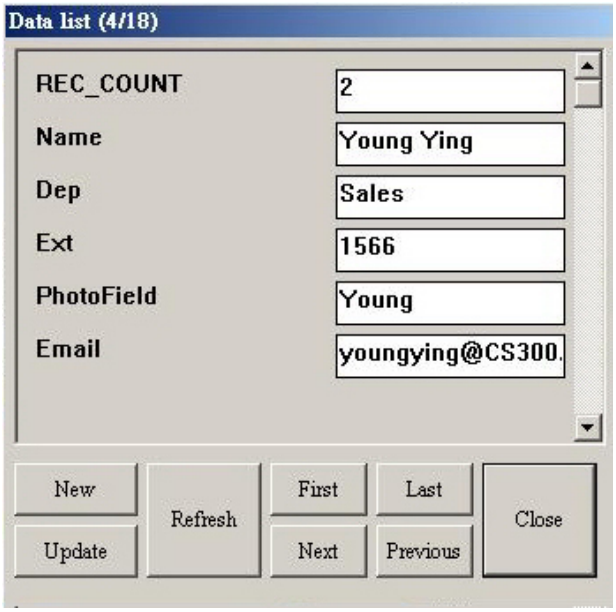
For the ease of instant card issuing cases, “Dynamic Mode” provides users to add new records into the database and preview the layout in the same window page simultaneously. Users could type the information in the established columns and save into the database. In the scenarios like conferences, exhibitions or the counter of coffee shops, it could facilitate the attendants issuing a membership card easily and quickly.

◆ How to use it?

1. Please select “Database”→“Dynamic Mode” in the main page of CardDesiree CS to open the operation window.



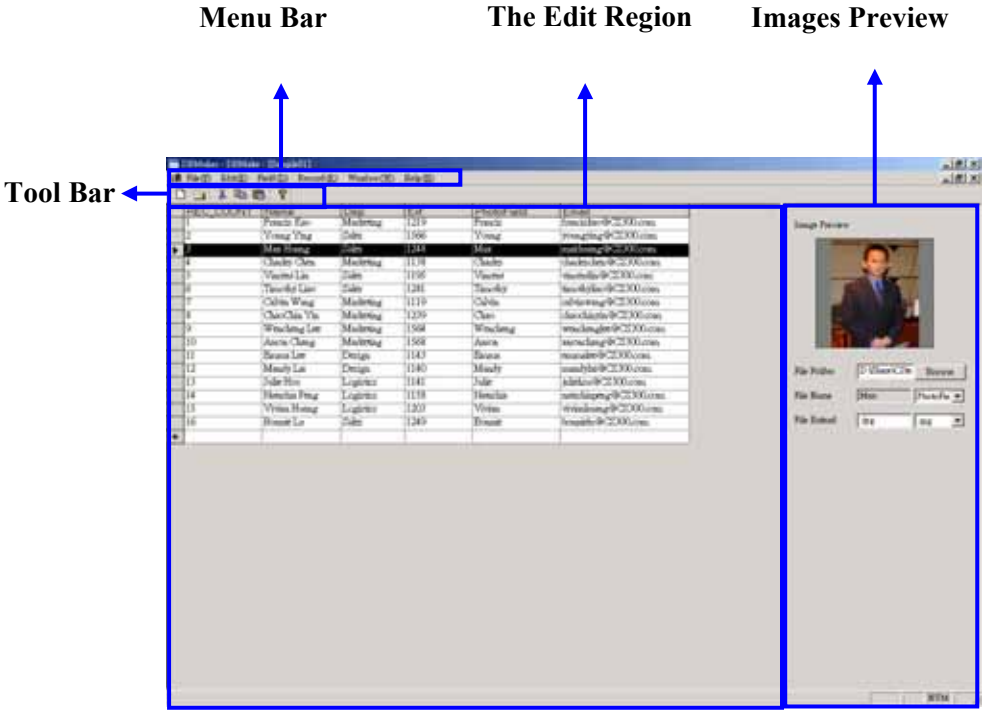
2. Input the data into the established columns. Remember to click on “Update” to save.



- New: Build a new record.
- Update: Save the update information into the database.
- Refresh: If there are more than two clients accessing to the same database, click on “Refresh” to make other clients could see the updates.
- First/Last/Next/Previous: Function buttons for preview.
- Close: Close this operation window.

Chapter 5 DB Maker Interface

5.1 Main Interface



5.2 Menu Bar

1) File

The “File” menu option includes:

New (create a new database file)

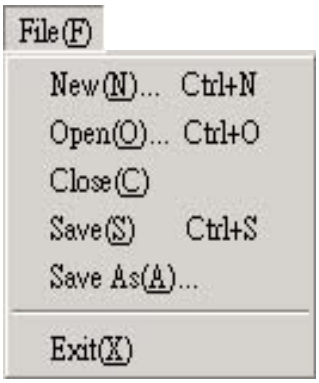
Open (open an existing database file)

Close (close a database file)

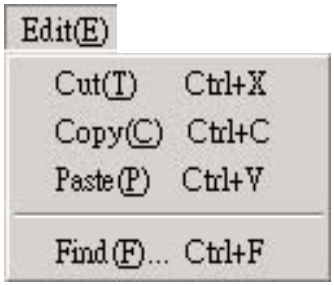
Save (save a database file)

Save As (save as a new database file)

Exit (exit DBMaker)



2) Edit:



The “Edit” menu includes:

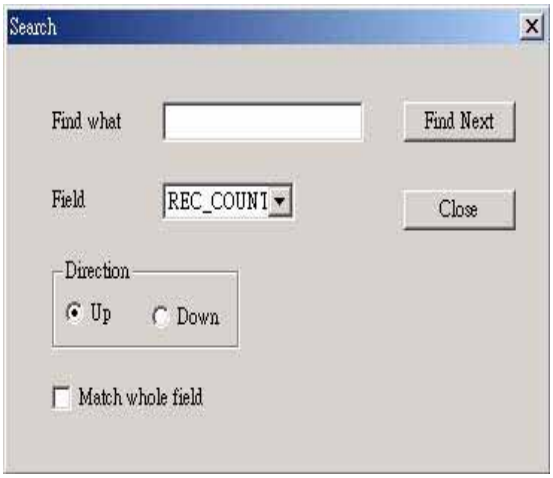
Cut

Copy

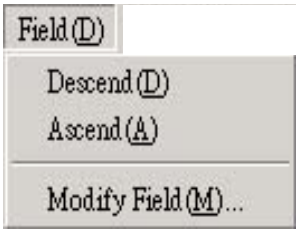
Paste

Find

*For the “**Find**” function, please enter the characters in the blank area **[Find what]**, select the **Field**, and decide the **Direction** – **Up** or **Down** for your search. Also you can mark ☐**Match whole field** to search the matching characters.



3) Field



The “Field” menu includes:

Descend

Ascend

Modify Field

4) Record

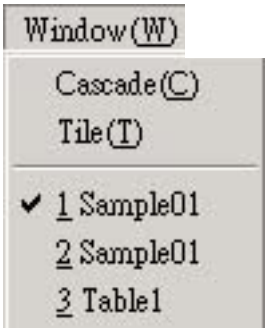
The “Record” menu includes:

Add Record

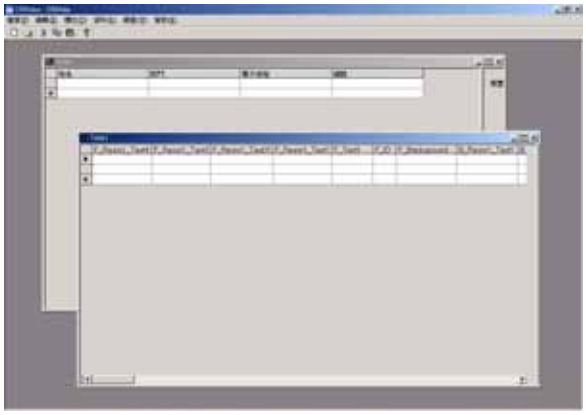
Delete Record

5) Window

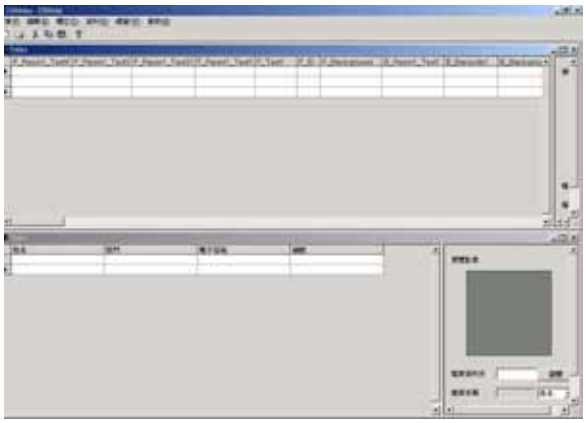
The “Window” menu includes:



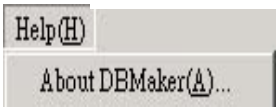
- Cascade (Showing more than one table by the overlapping format as follows.)



- Tile (Showing more than one table at the same time as follows.)



6) Help



The “Help” menu includes:

“Help " file & “ About DB Maker”

5.3 Tool Bar

1)  Create a new database file

2)  Open an existing database file

3)  Cut

4)  Copy

5)  Paste

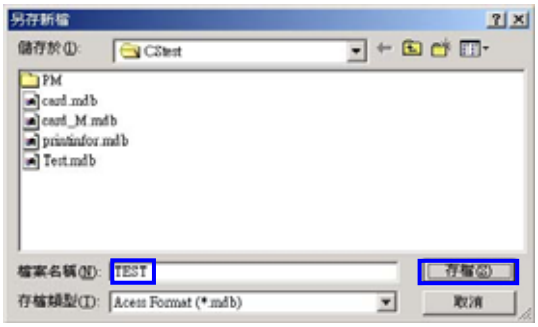
6)  Help

Chapter 6 Edit the Database by DB Maker

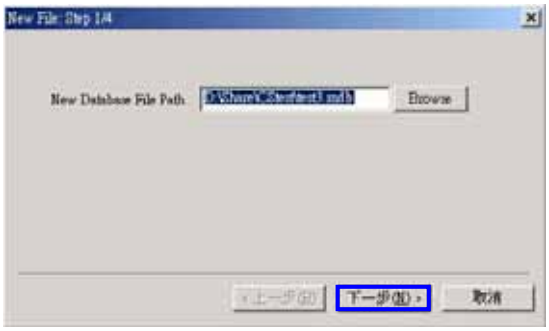
6.1 Create a New Database File

1) Menu Bar→File→New, or press  in the Tool bar. Then press [**Browse**].

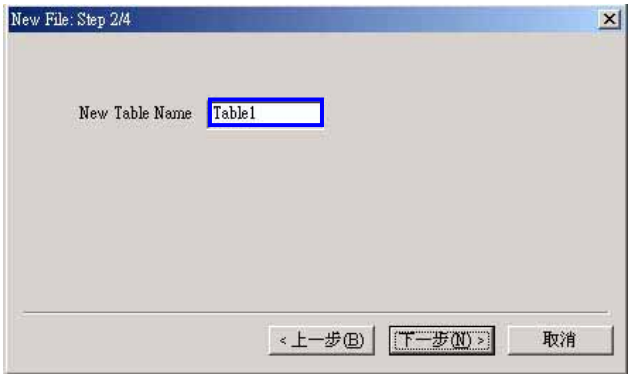
2) Enter the name of the new database file, and press [**Save**] to create a new database file. (Remark: If you input an existing file name or select an existence database file, the original content in this the existing file will be replaced.)



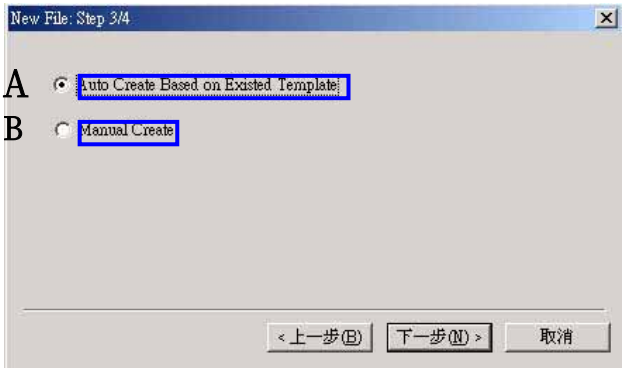
3) The dialogue shows the path of the new database. Press [**Next**].



4) Enter the name of the new table.



5) Now you can select **A. Auto Create Based on Existing Template** or **B. manual Creation.**



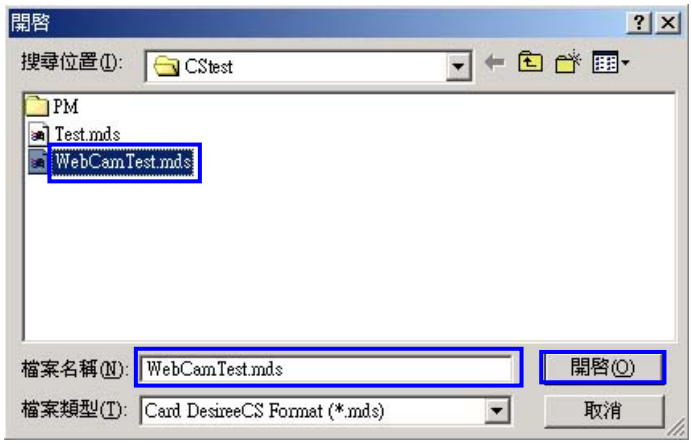
A. Auto Create Based on Existing Template

It means DB Maker will create a new database the fields of which are based on the layers of an existing '*.mds' template which you created in the software – CardDésirée CS. (Remark: '*.mds' is a CardDésirée CS template format.)

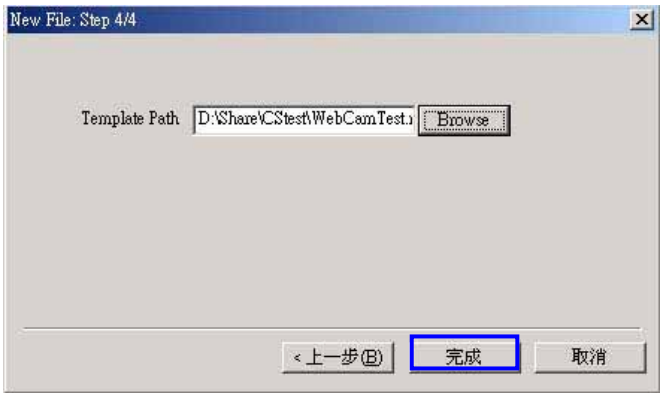
If you select **A. Auto Create Based on Existing Template** and press **[Next],** please follow the procedures indicated here below.

1. Press [**Browse**] for the Template Path.

2. Select a '*.mds' template and press [**Open**].



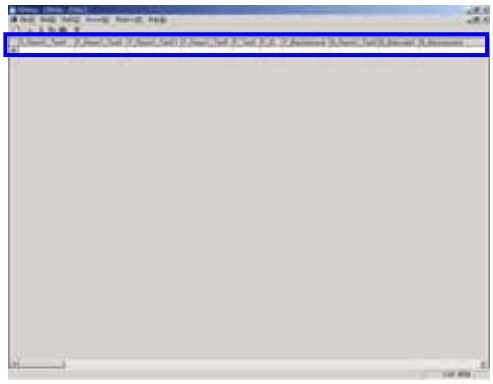
3. Press [**Finish**]



4. The fields of this new database file will be based on the layers of the template which you selected.

The layers of the template in CardDésirée CS

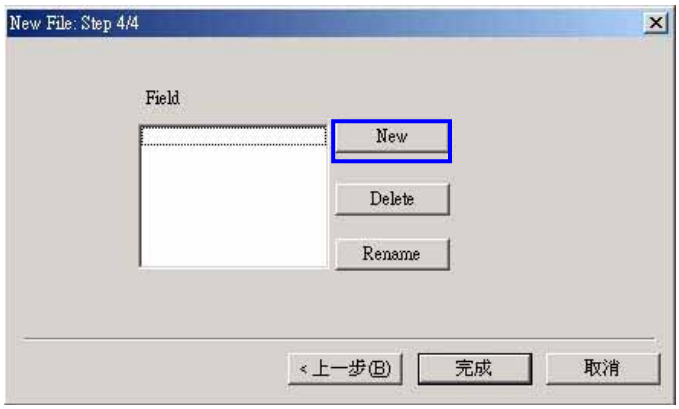
The fields of the new database file



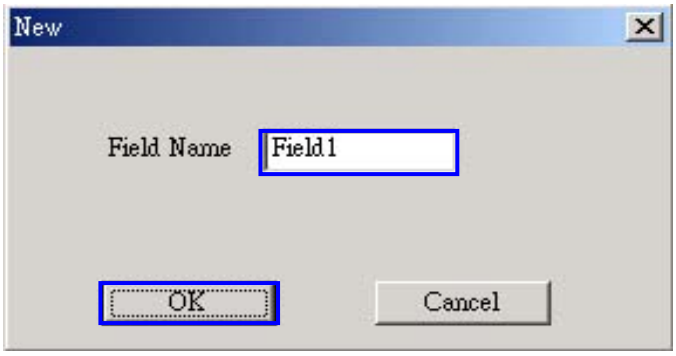
5. Enter your data into this table. The process is completed.

B. **Manual Create**

1. If you select [**Manual Create**], the following dialogue box will pop up. Please press [**New**] to create the necessary fields.

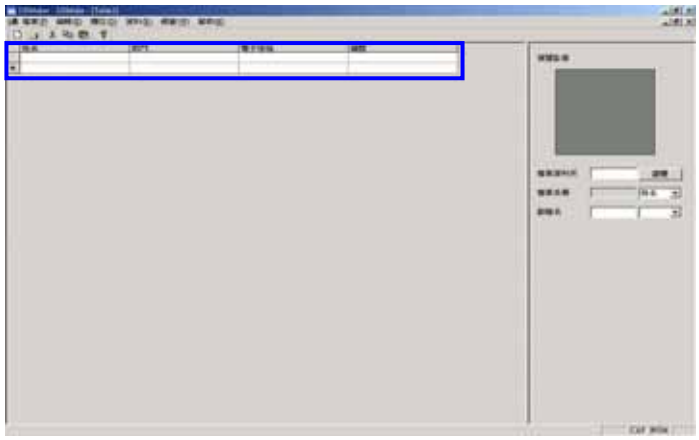


2. Enter the Field Name and press [**OK**].



3. After setting the names of all the necessary fields you need, press [**Finish**] to complete this process.

4. Now you can enter your data into this database file.



6.2 Open an Existing Database File

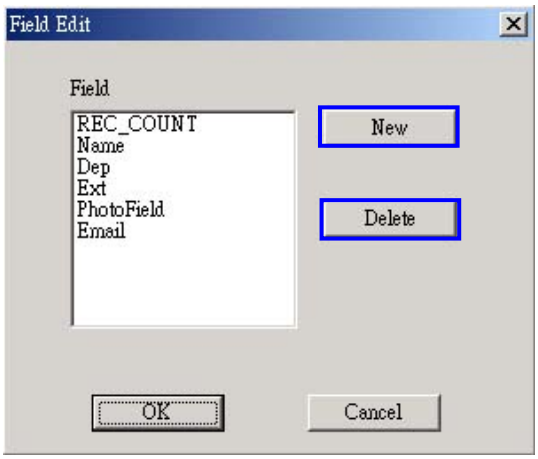
The default format of database files for DB Maker is the '*.mdb' format. You can open existing database files, edited by Access. Please open the '*.mdb' files from **Menu Bar: File→Open** or open files from **Tool Bar:**  .

6.3 Edit a table of the database

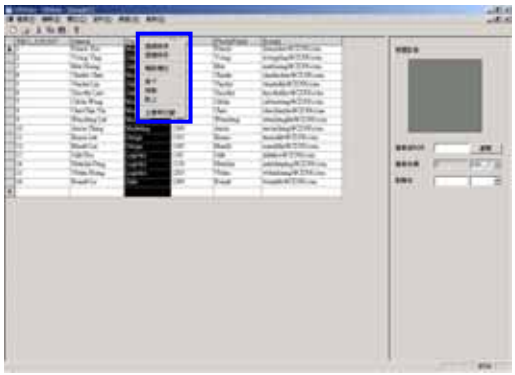
After you create a new database file or after you open an existing database file, you can start to edit your table in the database file.

1) Modify Field

Please start from **Menu Bar**: **Field→Modify Field**. A dialogue box will pop up, and you can press [**New**] to add a new field or press [**Delete**] to delete a field.



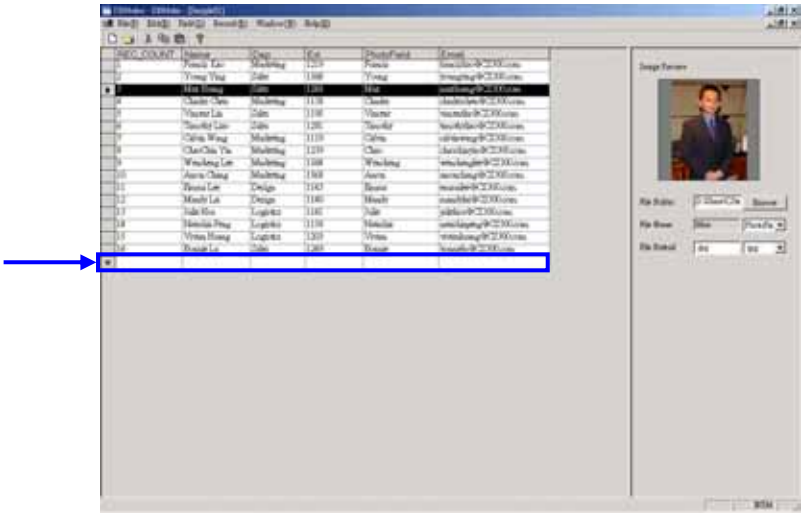
Also, you can directly right-click the button of the mouse on the field you would like to modify and you will have the following options: **Descent Sort, Ascent Sort, Delete Field, Cut**, **Copy**, **Paste**, and **Primary Key** setting.



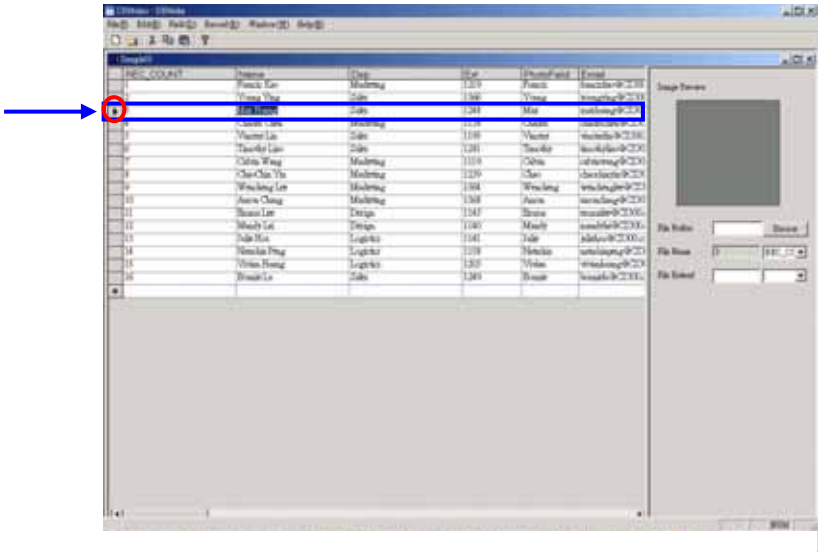
2) Add/Delete Record

Please select **Menu Bar**: **Record→Add Record** or **Delete Record**

- **Add Record**: Once you select [Add Record], the cursor will automatically move to the last line of the table and the user can enter the data.



- **Delete Record**: When you select [**Delete Record**], the whole line, which is indicated by the arrow, will be deleted.



6.4 Settings for Images Preview

1. First, you need to save all the images files, which you need in the same folder (The user can browse the folder path or directly input the path of the folder in the blank of **[**File Folder**]** shown as A in the following illustration).
2. Type all the file names sequentially into a certain field of the database (shown as B in the following illustration). For example, if you put all the image files in the subfolder ”PM” which is in the folder “CStest” in disc D, and you also key in all the image file names into a field call “Photofield” in your database. Please input “D:\CStest\PM\” in the blank of **[File Folder]** or press **[Browse]** for the folder of the images files path.
3. Select Field Name in the drop-down list of **[File Name**] (shown as C in the following illustration) and select “.jpg” in the blank of **[File Extend]** (shown as D in the following illustration). Then, the image which the arrow (shown as E in the following illustration) locates will be shown in the preview area.